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Deputy Director, Community Health Promotion &
Prevention Branch - Dept of Public Health

Margaret Brodtkin, Commission Vice Chair
Executive Director, Coleman Advocates for Youth



COMMISSIONERS:

Deborah Alvarez-Rodriguez, Director
Department of Children, Youth & Their Families
Michelle Rutherford, Special Assistant/Child Care Policy & Planning
Department of Human Services
Dr. Cheryl Polk, Director
Miriam and Peter Haas Fund
Dr. Francisco Ramos-Gomez, Associate Professor
Pediatric Dentistry, Division of Pediatric Dentistry, UCSF
Supervisor Mabel Teng, Supervisor
San Francisco Board of Supervisors

NOTICE OF BUDGET COMMITTEE MEETING

AGENDA

DOCUMENTS-DEPT.

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

November 1, 2000 (4:00pm)

San Francisco City Hall, Room 421

OCT 26 2000

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I. Roll Call *

II. Public Comment on Items Not on Agenda

III. Discussion and Action to Determine of Purpose and Goals of Budget Committee [ACTION ITEM]

IV. Discussion and Possible Action to Approve [ACTION ITEM]

- (a) allocating \$650,000 from the Trust Fund to the Department of Health, Community Mental Health Services, to Expand its Mental Health Consultation and Service Program, and,
- (b) the workplan and budget for the program

[Commissioners provided with the following reports and information: Draft Workplan and Budget for Expansion of Mental Health Consultation and Service Program]

V. Discussion and Possible Action to Approve [ACTION ITEM]

- (a) allocating an amount up to \$1,000,000 from the Trust Fund to the Department of Children, Youth and Their Families to augment the City's existing CARES Initiative Contract with Wu Yee Children's Services
- (b) the workplan and budget for the program

[Commissioners provided with the following reports and information: Department of Children, Youth and Their Families-San Francisco Children and Families Commission-Wu Yee CARES MOU]

VI. Discussion and Possible Action to Approve [ACTION ITEM]

- (a) allocating an amount up to \$250,000 from the Trust Fund to Support for Families with Children with Disabilities to Provide High Risk Infant Interagency Council;
- (b) the workplan and budget for the program

[Commissioners provided with the following reports and information: Grant Agreement between CCSF and HRIIC, Workplan and Budget.]

VII. Discussion and Possible Action to Develop or Approve the Requests for Proposals for the Infant Care Quality and Operational Support Program [DISCUSSION AND POSSIBLE ACTION]

[Commissioners provided with the following reports and information: Infant Care Capacity Building Initiative, Prepared by Starting Points Initiative with Infant Toddler Work Group, 9/28/00.]

VIII. Discussion and Possible Action to Approve the Request for Proposal to Expand Services and Develop Linkages for Homeless Children 0-5 and Their Families [DISCUSSION AND POSSIBLE ACTION]

- IX. Action to Set Next Agenda [ACTION ITEM]
 VIII. X. Adjournment

*Public comment will be taken during each item on the agenda.

For More Information, contact: Susan Latham, 1390 Market Street, Suite 900, San Francisco, CA 94102, 415.934.4849 or susan@dcyf.org

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 Office: 415.554.6171
 Fax: 415.554.6177
 E-mail: Rachel_ArnsineO'Leary@ci.sf.ca.us

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NOTICE OF BUDGET COMMITTEE MEETING

AGENDA

DOCUMENTS DEPT.

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

January 3, 2001 (4:00pm)

San Francisco City Hall, Room 421

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- I. Roll Call *
- II. Public Comment on Items Not on Agenda
- III. Discussion and Action to Determine of Purpose and Goals of Budget Committee
[ACTION ITEM]
- IV. Discussion and Possible Action to Approve Recommendation from the Budget Committee to Authorize Deputy Director to Spend Funds on Administrative Costs related to the Implementation of the Strategic Plan and the Civic Engagement Project [ACTION ITEM]
- V. Family Support and Family Education Work Group Plan for RFP [DISCUSSION AND POSSIBLE ACTION]
- VI. Staff Report [DISCUSSION AND POSSIBLE ACTION]
- VII. Action to Set Next Agenda [ACTION ITEM]
- VIII. Adjournment

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E-mail: Rachel_ArnstineO'Hara@ci.sf.ca.us

BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

THE MEMBERS OF THE BUDGET COMMITTEE CONVENED FOR A MEETING HELD WEDNESDAY, JANUARY 3, 2001 AT THE CITY HALL, ONE DR. CARLTON B. GOODLETT PLACE, CONFERENCE ROOM 421, SAN FRANCISCO, CA. THE MEETING WAS CALLED TO ORDER AT 4:41PM.

I. Roll Call

The following members were present: Cheryl Polk, Deborah Alvarez-Rodriguez, Margaret Brodikin

II. Public Comment on Items Not on Agenda

There was no public comment.

III. Discussion and Action to Determine of Purpose and Goals of Budget Committee [ACTION ITEM]

Five Points regarding the Purpose and Goals that shall be recommended to the Full Commission:

- Overall financial planning for Commission, which includes budget planning and monitoring expenses
- Review all proposals before Commission involving expenditures of funds including, but not limited to RFPs, grants and contracts
- Review work plans for contracted agencies
- Make recommendations to full Commission on expenditures of funds
- This committee will establish a consent calendar for review and approval by full Commission

Commissioner Alvarez-Rodriguez moved to accept the above five points as outlined above, seconded by Commissioner Polk. The motion carried.

IV. Discussion and Possible Action to Approve Recommendation from the Budget Committee to Authorize Deputy Director to Spend Funds on Administrative Costs related to the Implementation of the Strategic Plan and the Civic Engagement Project [ACTION ITEM]

Commissioner Alvarez-Rodriguez moved to establish a standard revolving fund of up to \$2000 with the Controller's office that authorizes the Deputy Director to spend funds Administrative Costs related to the Implementation of the Strategic Plan and the Civic Engagement Project, seconded by Commissioner Brodikin. The motion carried.

V. Family Support and Family Education Work Group Plan for RFP [DISCUSSION AND POSSIBLE ACTION]

The deadline for community review of this RFP is January 31, 2001. The RFP was posted on the website and mailed to the general mailing list. It was noted that staff shall write RFPs, that this task is not delegated. The need to hire a Contracts Manager and a consultant to develop an RFP was discussed.

VI. Staff Report [DISCUSSION AND POSSIBLE ACTION]

There was no Staff Report.

VII. Action to Set Next Agenda [ACTION ITEM]

To be announced.

VIII. Adjournment

This meeting adjourned at 5:05pm.

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American Cancer Society

NOTICE OF BUDGET COMMITTEE MEETING

AGENDA

rescheduled for 2/6/01 3:30p

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

January 30, 2001 (4:00pm)

Department of Children, Youth and Their Families

1390 Market Street Suite 900

San Francisco

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- I. Roll Call *
- II. Review and Approval of January 3, 2001 Minutes [ACTION ITEM]
- III. Public Comment on Items Not on Agenda
- IV. Discussion of RFP Process [DISCUSSION AND POSSIBLE ACTION ITEM]
- V. Discussion of Family Support & Education RFP [DISCUSSION AND POSSIBLE ACTION ITEM]
- VI. Presentation of Civic Engagement Project [DISCUSSION AND POSSIBLE ACTION ITEM]
- VII. Presentation of Parent Initiated Grants [DISCUSSION AND POSSIBLE ACTION ITEM]
- VIII. Discussion of Contracting Policies and Procedures and Whether the Commission Should adopt the Contracting Policies and Procedures of the City [DISCUSSION AND POSSIBLE ACTION ITEM]
- IX. Staff Report [DISCUSSION AND POSSIBLE ACTION ITEM]
- X. Action to Set Next Agenda [ACTION ITEM]
- XI. Adjournment

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American Cancer Society

NOTICE OF BUDGET COMMITTEE MEETING re-scheduled for Monday, February 5, 2001

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

January 30, 2001 (4:00pm)

Department of Children, Youth and Their Families

1390 Market Street Suite 900

San Francisco

- I. Roll Call *
- II. Review and Approval of January 3, 2001 Minutes **[ACTION ITEM]**
- III. Public Comment on Items Not on Agenda
- IV. Discussion of RFP Process **[DISCUSSION AND POSSIBLE ACTION ITEM]**
- V. Discussion of Family Support & Education RFP **[DISCUSSION AND POSSIBLE ACTION ITEM]**
- VI. Presentation of Civic Engagement Project **[DISCUSSION AND POSSIBLE ACTION ITEM]**
- VII. Presentation of Parent Initiated Grants **[DISCUSSION AND POSSIBLE ACTION ITEM]**
- VIII. Discussion of Contracting Policies and Procedures and Whether the Commission Should adopt the Contracting Policies and Procedures of the City **[DISCUSSION AND POSSIBLE ACTION ITEM]**
- IX. Staff Report **[DISCUSSION AND POSSIBLE ACTION ITEM]**
- X. Action to Set Next Agenda **[ACTION ITEM]**
- XI. Adjournment

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NOTICE OF BUDGET COMMITTEE MEETING

JAN 30 2001

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

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February 5, 2001 (3:30pm)

Department of Children, Youth and Their Families
1390 Market Street Suite 900
San Francisco

- I. Roll Call *
- II. Review and Approval of January 3, 2001 Minutes [ACTION ITEM]
- III. Public Comment on Items Not on Agenda
- IV. Discussion of RFP Process [DISCUSSION AND POSSIBLE ACTION ITEM]
- V. Discussion of Family Support & Education RFP [DISCUSSION AND POSSIBLE ACTION ITEM]
- VI. Presentation of Civic Engagement Project [DISCUSSION AND POSSIBLE ACTION ITEM]
- VII. Presentation of Parent Initiated Grants [DISCUSSION AND POSSIBLE ACTION ITEM]
- VIII. Discussion of Contracting Policies and Procedures and Whether the Commission Should adopt the Contracting Policies and Procedures of the City [DISCUSSION AND POSSIBLE ACTION ITEM]
- IX. Staff Report [DISCUSSION AND POSSIBLE ACTION ITEM]
- X. Action to Set Next Agenda [ACTION ITEM]
- XI. Adjournment

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

THE MEMBERS OF THE BUDGET COMMITTEE CONVENED FOR A MEETING HELD MONDAY, FEBRUARY 5, 2001, SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION, 1390 MARKET STREET, SUITE 900, SAN FRANCISCO, CA. THE MEETING WAS CALLED TO ORDER AT 4:41 PM.

I. Roll Call

The following members were present: Cheryl Polk

Due to a lack of quorum this meeting was canceled.

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American Cancer Society

NOTICE OF BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

March 7, 2001 (4:30pm)

Conference Room 421

City Hall

San Francisco

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FEB 27 2001

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- I. Roll Call *
- II. Review and Approval of January 3, 2001 Minutes [ACTION ITEM]
- III. Public Comment on Items Not on Agenda
- IV. Discussion and Action to Approve the Adoption of RFP Process [DISCUSSION AND POSSIBLE ACTION ITEM]
- V. Discussion of Contracting Policies and Procedures and Whether the Commission Should adopt the Contracting Policies and Procedures of the City [DISCUSSION AND POSSIBLE ACTION ITEM]
- VI. Staff Report [DISCUSSION AND POSSIBLE ACTION ITEM]
- VII. Action to Set Next Agenda [ACTION ITEM]
- VIII. Adjournment

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E-mail: Donna_Hall@ci.sf.ca.us

BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

THE MEMBERS OF THE BUDGET COMMITTEE CONVENED FOR A MEETING HELD WEDNESDAY, MARCH 7, 2001, CITY HALL, ROOM 421, SAN FRANCISCO, CA. THE MEETING WAS CALLED TO ORDER AT 4:32PM.

I. Roll Call

The following members were present: Cheryl Polk, Margaret Brodtkin

Other present: Rick Spear, Susan Latham, SFCFC Staff and Amy Ackerman, City Attorney

II. Review and Approval of January 3, 2001 Minutes

The minutes were approved as written.

III. Public Comment on Items Not on Agenda

There was no Public Comment.

IV. Discussion and Action to Approve the Adoption of RFP Process

PROCEDURES FOR REQUESTS FOR PROPOSALS/QUALIFICATIONS, GRANTS, AND CONTRACTS

1. Requests for Proposals/Qualifications will adhere to the format outlined in the attachment. Staff has the flexibility to make minor modifications when needed.
2. The Budget Committee must approve the language used in Sections II. Program Overview and III. Program Component Descriptions before each RFP is released.
3. A plurality of points awarded in the rating of proposals must be given for the description of the project.
4. All grantees must adhere to the Commission's Parent Link and Tobacco Policy.
5. Grant periods will be for three years unless the Commission decides otherwise on a specific project. (Staff will make recommendations back to the Committee regarding the project periods for the Compensation and Retention Encourages Stability (CARES) Initiative, High Risk Infants Interagency Council's (HRIIC) activities, and Department of Public Health's mental health consultation project.
6. Language will be included in each grant that allows the Commission to terminate a grant for poor performance, non-appropriation of funds, and other reasons.
7. Contracts will not be subject to the City's requirement that departments, with some exceptions, receive Civil Service Commission approval prior to entering into professional service contracts.
8. The Commission will adhere to the City's other compliance requirements. If conflicts arise in the future, the Commission will take appropriate action at that time.

Commissioner Polk moved to develop a three-year contract that includes a protections clause, seconded by Commissioner Brodtkin. The motion passed unanimously.

REQUEST FOR PROPOSALS (RFP)

- I. General Information
 - A. Introduction
 - B. The San Francisco Children and Families Commission
 - C. Strategic Plan Objectives and Priorities for Allocation
 - D. Scope of Funding and Contract Term
- II. Program Overview for (insert subject)
 - A. Objective
 - B. Statement of Need
- III. Program Component Descriptions
- IV. Communication with Potential Applicants
- V. Applicant's Conference
- VI. Mandatory Letter of Intent
- VII. Applicant Eligibility
- VIII. Proposal Submission and Review
 - A. Format of Proposal
 - B. Contents
 1. Cover Sheet
 2. Statement of Need
 3. Evaluation Plan and Anticipated Outcomes

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4. Agency Description and Capability
5. Staff, Consultant, and Subcontractor Qualifications
6. Project Description
7. Budget and Budget Narrative
8. Required Documents
 - a. A list of the proposed organization's board of directors with affiliations
 - b. An organization chart for the proposal that shows placement of this project, and diagrams of relationships with any subcontractors and/or other key collaborators
 - c. Resumes of key staff and consultants
 - d. Letter(s) of commitment from key partners
 - e. Proof of nonprofit status
 - f. A copy of the agency's most recent audit
- C. Submission Instructions
- D. Proposal Evaluation and Award Process
- E. Proposal Awards/Notification of Intent to Award
- F. Contract Award Protest Procedures
- XII. Responsibilities
 - A. Required Reports
 - B. Record Keeping
 - C. Insurance and Other Commission Requirements
- XIII. Required Forms, Contract Terms and Conditions, and Exhibits

Commissioner Polk moved to accept the template as discussed with flexibility for staff to develop further, to include the Tobacco Policy, Parent Link, anticipated outcomes, an emphasis on project description and scope of work. Commissioner Brodtkin seconded the motion. The motion passed unanimously.

V. Discussion of Contracting Policies and Procedures and Whether the Commission Should adopt the Contracting Policies and Procedures of the City

Considerations:

- Civil service review
- Deal with compliance issues on an individual basis
- When local law interferes with state law
- Need to comply unless it can be proven that compliance cannot be observed
- Most programs are currently compliant
- Human Rights Commission issues
- Ordinance control the process, but the not power to reject (contracts only)

Commission Polk moved that with the exception of requiring civil service review, San Francisco Children and Families Commission will observe the contracting policies and procedures if the City. The motion was seconded by Commissioner Brodtkin. The motion carried.

VI. Staff Report

VII. Action to Set the Agenda

VIII. Adjournment

The meeting adjourned at 5:15pm.

VIRGINIA SMYLY, COMMISSION CHAIR
DEPUTY DIRECTOR, COMMUNITY HEALTH
PROMOTION & PREVENTION BRANCH,
DEPARTMENT OF PUBLIC HEALTH

MARGARET BRODWIN, COMMISSION VICE CHAIR
EXECUTIVE DIRECTOR, COLEMAN ADVOCATES
FOR YOUTH



COMMISSIONERS:

DEBORAH ALVAREZ-RODRIGUEZ, DIRECTOR
DEPARTMENT OF CHILDREN, YOUTH & THEIR FAMILIES
LUCY CRAIN, M.D., M.P.H., FAAP, CLINICAL PROFESSOR
UCSF DEPARTMENT OF PEDIATRICS
CHRIS DALY, SUPERVISOR
SAN FRANCISCO BOARD OF SUPERVISORS
MICHELE RUTHERFORD, SPECIAL ASSISTANT/CHILD CARE
POLICY & PLANNING
DEPARTMENT OF HUMAN SERVICES
CHERYL POLK, Ph.D., DIRECTOR
MIRIAM AND PETER HAAS FUND
FRANCISCO RAMOS-GOMEZ, D.D.S., M.S., M.P.H.,
ASSOCIATE PROFESSOR
PEDIATRIC DENTISTRY, DIVISION OF PEDIATRIC DENTISTRY,
UCSF
RAYMOND WEISBERG, M.D., BOARD OF DIRECTORS
AMERICAN CANCER SOCIETY

NOTICE OF BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

April 4, 2001 (4-5pm)
Conference Room 421
City Hall
San Francisco

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- I. Roll Call *
- II. Review and Approval of March 7, 2001 Minutes [ACTION ITEM]
- III. Public Comment on Items Not on Agenda
- IV. Discussion and Possible Action Regarding the Development of the Family Support & Parent Education RFP [DISCUSSION AND POSSIBLE ACTION ITEM]
[Commissioners provided with the following reports and information: Children and Families Commission Revenues & Expenses as of 3-16-01]
- V. Discussion and Review of the San Francisco Children and Families Commission 2000 – 2001 Budget and Expenditures [DISCUSSION AND ACTION ITEM]
[Commissioners provided with the following reports and information: Family Support and Education\RFP Draft]
- VI. Staff Report [DISCUSSION AND POSSIBLE ACTION ITEM]
- VII. Action to Set Next Agenda [ACTION ITEM]
- VIII. Adjournment

*Public comment will be taken during each item on the agenda.

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

THE MEMBERS OF THE BUDGET COMMITTEE CONVENED FOR A MEETING HELD WEDNESDAY, APRIL 4, 2001, CITY HALL, ROOM 421, SAN FRANCISCO, CA. THE MEETING WAS CALLED TO ORDER AT 4:08PM.

I. Roll Call

The following members were present: Cheryl Polk, Deborah Alvarez-Rodriguez, Margaret Brodtkin
Other present: Rick Spear, Susan Latham, SFCFC Staff
Hedy Chang, Evelyn and Walter Haas Junior Fund

II. Review and Approval of March 7, 2001 Minutes

The minutes were approved as written.

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III. Public Comment on Items Not on Agenda

There was no Public Comment.

IV. Discussion and Possible Action Regarding the Development of the Family Support & Parent Education RFP (Request for Proposals)

The Committee approved the document as modified during the discussion. Please refer to Attachment I.

Commissioner Alvarez-Rodriguez moved that the RFP continue to prioritize families with special needs and those families who are homeless or at-risk of becoming homeless. Proposals to serve homeless families or those at risk of homelessness must identify the target groups they plan to serve and state how they will support these families. All proposals must demonstrate how the applicants will recruit and serve families with children with special needs. In the second year of funding, all applicants must ensure that five percent of the families they serve have children, aged 0-5, with special needs. In the third year of funding, ten percent of all families served must have children, aged 0-5, with special needs.

Commissioner Polk seconded the motion.

There was no Public Comment.

The motion carried.

The Committee decided not to give extra points to proposals for the inclusion of Parent Education Services.

The Committee also decided to include a principle of reciprocity and asked Hedy Chang of the Haas Jr. Fund to suggest language to staff.

V. Discussion and Review of the San Francisco Children and Families Commission 2000 – 2001 Budget and Expenditures

Mr. Spear reported that the San Francisco Children and Families Commission has received \$17.7M from the State Commission, that these are monthly receipts that are two to three months behind. The Department of Children, Youth and Their Families has not invoiced the Commission, but is the process of doing so. Invoices will be presented in April 2001. The Commission is currently earning interest on revenues housed with the city.

Commissioner Polk requested quarterly budget reports from staff. Reports shall be shared with the full commission at the following regular meeting. A projected budget report for the 2001-2002 fiscal

year will be discussed at the May Budget Committee meeting. This report will include scenarios and options.

There was no Public Comment.

VI. Staff Report

Mr. Spear reported that the Infant/Toddler Capacity Building Request for Qualifications will be presented at the June Regular meeting. Any appeals regarding disbursement of these funds shall be presented to the Budget Committee.

There was no Public Comment.

VII. Action to Set the Agenda

The Budget Committee scheduled a meeting on 1 –3 pm, Friday, June 1, 2001 at the Department of Children, Youth and Their Families to hear any possible appeals.

VIII. Adjournment

The meeting adjourned at 5:04pm.

ATTACHMENT I

PROGRAM OVERVIEW FOR FAMILY SUPPORT AND PARENT EDUCATION

A. Objective

Through this initiative the Commission wants to help families have the opportunity for support, education, and information that nurtures and encourages parenting conducive to the optimal health and development of their children. Another outcome is to enable parents, caregivers and community members to have opportunities to create parent-friendly, family and child-centered, culturally and linguistically appropriate spaces and activities that build community, expand knowledge, increase resiliency, and deepen wisdom and joy.

It is the Commission's expectation that this initiative will improve families' access to information. In addition, the Commission seeks to increase and coordinate the wide range of family support and parent education opportunities that reflect the needs of San Francisco's diverse families and communities. The overarching goal of this initiative (and other Commission activities) is to help families care for their children so they can be ready to enter school.

The activities funded through this initiative must be:

- Family-centered and easily accessible,
- Designed for the "whole child,"
- Built on strengths of the parents/caregivers, children, and families,
- Reflective of changing needs,
- Culturally and linguistically diverse,
- Universally available,
- Respectful of parent/caregiver and provider relationships,
- Inclusive of family participation at all levels,
- Oriented to prevention and early intervention,
- Linked between systems and settings,
- In adherence to the Commission's Parent Link policy,
- Inclusive of community-based education and outreach, and
- Sustainable and maximizing the use of public and private funds and existing resources.

These principles guide not only this Family Support and Parent Education initiative, but all of the Commission's activities.

The Commission has prioritized services to families with children with special needs as well as to homeless families. ***(OPTION 1) Therefore, all grantees must ensure that 15 percent of the families they serve have children with special needs and/or are homeless. (OPTION 2) Therefore, all applicants must demonstrate how they will recruit and serve families with children with special needs as well as homeless families.***

B. Statement of Need

Family Support programs attempt to fill the gaps that families today are experiencing in their support systems. They provide safe, comfortable places for children and families that are accessible to the communities they serve. Extensive research has demonstrated the need for strong and passionate parent/caregiver support. The focus area of family support and parent education recognizes that all parents need support to become this source of strength and guidance for their children. Peer-based family support can be:

- An effective tool to help parents work through their problems and get assistance;
- Parent-centered and directed, involving professionals as consultants to parents;
- A place to develop community and serve as a type of extended family; (and)
- Flexible and easily adaptable to different settings and needs of diverse families.

Program Component Descriptions

There are five service components the Commission wishes to support through this initiative. All proposals must include Component 1. Meet and Eats in their program design. Proposals may include none, some, or all of the other five components. ***(OPTION) A proposal that includes Component 5. Parent Education may receive up to 10 additional points in the Commission's evaluation. (See Section VIII.D.)*** The categories are not mutually exclusive and a proposed activity may fall into more than one component.

If needed, applicants may include up to a four-month planning period for implementation of their proposed program.

Components

1. Meet and Eats

The concept of "meet and eats" developed out of the Community Conversations that were held in the spring of 2000. They are essentially family friendly environments where parents/caregivers of young children can gather around a meal to support each other in an informal way; build community and reduce their and their children's isolation; and connect with available services.

2. Linkages and Collaborations

Through this component, the Commission seeks to strengthen linkages and collaborations to allow programs to provide a comprehensive, integrated approach to working with families. The Commission wants to fund family support and parent education programs that can achieve one or more of the following goals:

Improved outreach to families to make them aware of available services, e.g. support, social, education, and health services. During its needs assessment, the Commission identified a need to improve outreach to the linguistically and culturally diverse groups in San Francisco so they can better access the many services that already are available. Too often when families need help, they do not know where to go to for assistance.

Some linguistic and cultural groups live throughout San Francisco – not solely in one neighborhood or part of the city. Outreach to and services for such scattered groups are more difficult and, thus, the Commission seeks to fund services that would improve groups' ability to access and receive services.

4

In addition, some neighborhoods do not have a nearby Family Resource Center or provider of Family Support and Parent Education services. The Commission wishes to address the lack of services that exists in these neighborhoods.

- a. Enhanced delivery of services. The Commission is looking to fund programs that will enhance the quantity, quality, and accessibility of family support and parent education services. During the development of the Commission's Strategic Plan, parents said they want better information, a real person to talk to, and specific advice on family support and child care matters. Parents also spoke of the need for support groups, community based parent education, and more parent friendly places to get help.
- b. Creation of "hubs" of service that support deeper linkages within a neighborhood or community. The Commission is interested in funding "hubs" that will link an array of services so families can more easily get help. Support and other services may be scattered among an array of service providers. As a result, families may have to travel from place to place to get the services and assistance they need. Parents told the Commission during the development of the Strategic Plan that they would like to have a single point of contact for services and assistance.

3. Quality Innovative Services to Meet an Unmet Need

The Commission wants to support and promote creativity with models that can be replicated and from which the community can learn in order to improve future family support or parent education services. Proposed programs may include services that

- have not been tried before within San Francisco or within one of San Francisco's geographic, cultural, or linguistic communities;
- are strength-based and empowering;
- differ significantly from traditional models of service delivery; and
- demonstrate unique cultural or socioeconomic competence.

Proposed programs could include developing special ways to engage parents, caregivers, and/or families; providing new kinds of family support and/or parent education services; and serving traditionally underserved populations.

4. Infrastructure Support

The Commission recognizes that a barrier to meeting the needs of families may be a lack of infrastructure in a family support program. This may inhibit a family support program from growing to scale, adapting to the changing needs of families, or providing supports and information in a coordinated and effective manner.

An applicant may propose strategies for improving their ability to provide family support and/or parent education services. Strategies may include staff training, increased use of technology, and program development efforts. No more than 10 percent of the funds requested may be devoted to this component.

5. Parent Education

Parent education services may include a variety of ways of teaching information and skills to parents, caregivers, and/or family members. The Commission is looking to increase the level of parent education services by augmenting and enhancing current services and implementing new services. The Commission wants to fund parent education that builds on the strengths and capacities of families and also addresses gaps in Parent Education services including the need for increased services that are "parent driven," services that are responsive to varying learning styles; more services targeted to fathers and teen parents; and increased services that are culturally and linguistically competent.

6. Home Visiting

Home visiting is a means of providing a service, not a service unto itself. The Commission recognizes that home visiting can be an appropriate means of providing family support and parent education services. Therefore, applicants may propose serving identified groups of parents and families through a home visiting program of family support and/or parent education.



Virginia Smyly, Commission Chair
Deputy Director, Community Health Promotion &
Prevention Branch, Department of Public Health

Margaret Brodtkin, Commission Vice Chair
Executive Director, Coleman Advocates for Youth



COMMISSIONERS:

Deborah Alvarez-Rodriguez, Director
Department of Children, Youth & Their Families
Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor
UCSF Department of Pediatrics
Chris Daly, Supervisor
San Francisco Board of Supervisors
Michele Rutherford, Special Assistant/Child Care Policy & Planning
Department of Human Services
Cheryl Polk, Ph.D., Director
Miriam and Peter Haas Fund
Francisco Ramos-Gomez, D.D.S., M.S., M.P.H.,
Associate Professor
Pediatric Dentistry, Division of Pediatric Dentistry, UCSF
Raymond Weisberg, M.D., Board of Directors
American Cancer Society

From Day One

BUDGET COMMITTEE MEETING

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AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

MAY - 1 2001

Wednesday

May 2, 2001

4 - 5pm

Conference Room 421

City Hall

San Francisco

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- I. Roll Call *
- II. Review and Approval of April 4, 2001 Minutes [ACTION ITEM]
- III. Public Comment on Items Not on Agenda
- IV. Discussion and Review of the San Francisco Children and Families Commission 2000 - 2001 Budget and Expenditures [DISCUSSION AND ACTION ITEM]
[Commissioners provided with the following reports and information: Family Support and Education\RFP Draft]
- V. Discussion and Possible Action to Authorize the Executive Director to Enter into Personal Service Contracts for an Amount up to \$10,000 for Consultant Services [DISCUSSION AND POSSIBLE ACTION ITEM]
- VI. Staff Report [DISCUSSION AND POSSIBLE ACTION ITEM]
- VII. Action to Set Next Agenda [ACTION ITEM]
- VIII. Adjournment

*Public comment will be taken during each item on the agenda.

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

THE MEMBERS OF THE BUDGET COMMITTEE CONVENED FOR A MEETING HELD WEDNESDAY, MAY 2, 2001, CITY HALL, ROOM 421, SAN FRANCISCO, CA. THE MEETING WAS CALLED TO ORDER AT 4:12PM.

I. Roll Call

The following members were present: Cheryl Polk, Deborah Alvarez-Rodriguez, Margaret Brodtkin
Other present: Jay Manglicmot, Department of Children Youth and Their Families
Rick Spear, Susan Latham, SFCFC Staff

II. Review and Approval of April 4, 2001 Minutes

The minutes were approved as written.

III. Public Comment on Items Not on Agenda

There was no Public Comment.

IV. Discussion and Review of the San Francisco Children and Families Commission 2000 – 2001 Budget and Expenditures

The Committee requested quarterly reports. This report shall be presented at the Regular Meeting of the Commission the following month.

The Committee requested that staff create options for surplus expenditures to include: timeframe, spending options, e.g. contract augmentation, and strategies to accelerate the process. The Committee concurred that budget surplus shall be discussed further at the May 2nd Commission meeting, the June 6th Budget Committee meeting and Commissioner's retreat, June 30th.

There was no Public Comment.

V. Discussion and Possible Action to Authorize the Executive Director to Enter into Personal Service Contracts for an Amount up to \$10,000 for Consultant Services

Commissioner Brodtkin moved that the Executive Director be authorized to enter into individual Professional Service Contracts for an amount not to exceed \$10,000 and a cumulative cap of \$100,000 as budgeted (FY 2000-2001), and that the Executive Director report back to the Budget Committee regarding all hirings and contracts. Commissioner Alvarez-Rodriguez seconded the motion.

There was no Public Comment.

The motion carried.

VI. Staff Report

Mr. Spear reported that the MOU with DCYF will be on the June Budget Committee agenda. Extending HRIIC and Mental Health Consultation for two years, thereby, coming into agreement with the three-year funding cycle, will also be on the June Budget Committee agenda.

There was no Public Comment.

II. Action to Set the Agenda

II. Adjournment

The meeting adjourned at 5:02pm.

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Margaret Brodikin, Commission Vice Chair
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Department of Children, Youth & Their Families
Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor
UCSF Department of Pediatrics

Chris Daly, Supervisor

San Francisco Board of Supervisors
Michele Rutherford, Special Assistant/Child Care Policy & Planning
Department of Human Services

Cheryl Polk, Ph.D., Director

Miriam and Peter Haas Fund
Francisco Ramos-Gomez, D.D.S., M.S., M.P.H.,
Associate Professor

Pediatric Dentistry, Division of Pediatric Dentistry, UCSF

Raymond Weisberg, M.D., Board of Directors
American Cancer Society

From Day One

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, June 6, 2001

4 - 5pm

City Hall, Conference Room 421
San Francisco

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- I. Roll Call *
- II. Review and Approval of May 2, 2001 Minutes [ACTION ITEM]
- III. Public Comment on Items Not on Agenda
- IV. Discussion and Possible Action of the Proposed Memorandum of Understanding Between the Children and Families Commission and the Department of Children, Youth, and Their Families for Fiscal Year 2001-2002 [DISCUSSION AND ACTION ITEM]
[Committee members provided with the following reports and information: Draft MOU between DCYF and SFCFC]
- V. Discussion and Possible Action to Extend HRIIC, Parent Action Grants, and Mental Health Consultation Contracts for Two Years, and Thereby, Come into Agreement with the Three-Year Funding Cycle as Approved by the Commission [DISCUSSION AND POSSIBLE ACTION ITEM]
[Committee members provided with the following reports and information: Cover Sheet 3-Grants.doc, June 6, 2001]
- VI. Discussion and Review of the San Francisco Children and Families Commission 2001-2002 Administrative Budget [DISCUSSION AND ACTION ITEM]
[Committee members provided with the following reports and information: 2001-2001 SFCFC Administrative Budget, Five Year Budget Projections, 5/18/2001; Old Version of Budget Projections]
- VII. Discussion And Review of Revised Budget Estimates Through Fiscal Year 2003-2004 Including Recommendations for Use of the Investment Fund and Protection of the Sustainability Fund [DISCUSSION AND ACTION ITEM]
[Committee members provided with the following reports and information: Options for the Investment Fund, May 24, 2001]
- VIII. Action to Set Next Agenda [ACTION ITEM]
- IX. Adjournment

*Public comment will be taken during each item on the agenda.

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

THE MEMBERS OF THE BUDGET COMMITTEE CONVENED FOR A MEETING HELD WEDNESDAY, JUNE 6, 2001, CITY HALL, ROOM 421, SAN FRANCISCO, CA. THE MEETING WAS CALLED TO ORDER AT 4:05PM.

I. Roll Call

The following members were present: Cheryl Polk, Deborah Alvarez-Rodriguez, Margaret Brodtkin

Other present: Rachel Aberbach, Department of Children Youth and Their Families

Amy Ackerman, City Attorney

Rick Spear, Susan Latham, Rhonda Smith, SFCFC Staff

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II. Review and Approval of May 2, 2001 Minutes

The minutes were approved as written.

III. Public Comment on Items Not on Agenda

There was no Public Comment.

IV. Discussion and Possible Action of the Proposed Memorandum of Understanding Between the Children and Families Commission and the Department of Children, Youth, and Their Families for Fiscal Year 2001-2002

Commissioner Alvarez-Rodriguez recused herself from discussion and action on this item, citing that she is Executive Director of the Department of Children, Youth, and Their Families and would be party to the contract.

Commissioner Polk moved to accept the MOU as presented. The motion was seconded by Commissioner Brodtkin.

There was no Public Comment.

The motion carried.

V. Discussion and Possible Action to Extend HRIIC, Parent Action Grants, and Mental Health Consultation Contracts for Two Years, and Thereby, Come into Agreement with the Three-Year Funding Cycle as Approved by the Commission

Due to a typographical error CARES had been omitted from this item on the agenda. The Agenda was corrected to include the CARES contract.

Commissioner Brodtkin moved to approve the three-year contract funding cycle. Commissioner Polk seconded the motion.

There was no Public Comment.

The motion carried.

VI. Discussion and Review of the San Francisco Children and Families Commission 2001- 2002 Administrative Budget

The Committee reviewed the Administrative Budget.

There was no Public Comment.

VII. Discussion And Review of Revised Budget Estimates Through Fiscal Year 2003-2004 Including Recommendations for Use of the Investment Fund and Protection of the Sustainability Fund

This item will be discussed further at the Saturday, June 30th Retreat at Lone Mountain Campus.

There was no Public Comment.

VIII. Action to Set the Agenda

The next Committee meeting will be 4:00pm Wednesday, July 11, 2001.

IX. Adjournment

The meeting adjourned at 4:55pm.

Virginia Smyly, Commission Chair
Deputy Director, Community Health Promotion &
Prevention Branch, Department of Public Health

Margaret Brodtkin, Commission Vice Chair
Executive Director, Coleman Advocates for Youth



COMMISSIONERS:

Deborah Alvarez-Rodriguez, Director
Department of Children, Youth & Their Families
Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor
UCSF Department of Pediatrics
Chris Daly, Supervisor
San Francisco Board of Supervisors
Michele Rutherford, Special Assistant/Child Care Policy & Planning
Department of Human Services
Cheryl Polk, Ph.D., Director
Miriam and Peter Haas Fund
Francisco Ramos-Gomez, D.D.S., M.S., M.P.H.,
Associate Professor
Pediatric Dentistry, Division of Pediatric Dentistry, UCSF
Raymond Weisberg, M.D., Board of Directors
American Cancer Society

From Day One

BUDGET COMMITTEE MEETING

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AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, July 11, 2001

4 - 5pm

City Hall, Conference Room 082
San Francisco

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- I. Roll Call *
 - II. Review and Approval of June 6, 2001 Minutes [ACTION ITEM]
 - III. Public Comment on Items Not on Agenda
 - IV. Presentation by Sai-Ling Chan-Sew, Director of Children, Youth and Family Services, Department of Public Health on the Status of Implementation of the Mental Health Consultation Services Grant [Discussion and Possible Action]
 - V. Discussion and Possible Action to Allocate an Amount not to Exceed \$5.5 million Investment Fund, and to Determine the Processes to Develop an Investment Fund [Discussion and Possible Action]
- [Committee members provided with the following reports and information: Options for the Investment Fund revised.doc and 5 Year Estimate.xls]
- VI. Action to Set Next Agenda [ACTION ITEM]
 - VII. Adjournment

*Public comment will be taken during each item on the agenda.

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

THE MEMBERS OF THE BUDGET COMMITTEE CONVENED FOR A MEETING HELD WEDNESDAY, JULY 11, 2001, CITY HALL, ROOM 082, SAN FRANCISCO, CA. THE MEETING WAS CALLED TO ORDER AT 4:07PM.

I. Roll Call

The following members were present: Cheryl Polk, Margaret Brodtkin

Other present: Sail-Ling Chan-Sew and Anita Fong, Department of Public Health

David Shipper, City Attorney

Rick Spear, Susan Latham, Rhonda Smith, SFCFC Staff

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II. Review and Approval of June 6, 2001 Minutes

The minutes were approved as written.

III. Public Comment on Items Not on Agenda

There was no Public Comment.

IV. Presentation by Sai-Ling Chan-Sew, Director of Children, Youth and Family Services, Department of Public Health on the Status of Implementation of the Mental Health Consultation Services Grant

There was no Public Comment.

V. Discussion and Possible Action to Allocate an Amount not to Exceed \$5.5 million Investment Fund, and to Determine the Processes to Develop an Investment Fund

Commissioner Brodtkin moved to approve an allocation of an amount not to exceed \$1 million for a two-year grant to San Francisco Health Plan for universal health care. Commissioner Polk seconded the motion.

There was no Public Comment.

The motion carried.

Commissioner Polk moved to approve an allocation of an amount not to exceed \$1 million/year for three years (total \$3 million) for implementing strategies 13 and 14. Commissioner Brodtkin seconded the motion.

There was no Public Comment.

The motion carried.

Commissioner Brodtkin moved to approve the development of a process for entertaining innovative ideas from the community for utilizing our one-time funds. Commissioner Polk seconded the motion.

There was no Public Comment.

The motion carried.

Commissioner Polk moved to approve the utilization of one-time funds for participation in the State's school readiness initiative. Commissioner Brodtkin seconded the motion.

There was no Public Comment.

The motion carried.

Commissioner Brodtkin moved to approve the development of a landscape of smoking cessation programs targeted to expectant parents and parents of young children and recommend how the commission could fill some gaps with one-time funds.. Commissioner Polk seconded the motion.

There was no Public Comment.

The motion carried.

VI. Action to Set the Agenda

The next Committee meeting will be 4:00pm Wednesday, August 1, 2001.

VII. Adjournment

The meeting adjourned at 4:59pm.

VIRGINIA SMYLY, COMMISSION CHAIR
DEPUTY DIRECTOR, COMMUNITY HEALTH
PROMOTION & PREVENTION LITANCH,
DEPARTMENT OF PUBLIC HEALTH

MARGARET BROOKIN, COMMISSION VICE CHAIR
EXECUTIVE DIRECTOR, COLEMAN ADVOCATES
FOR YOUTH

From Day One



COMMISSIONERS

DEBORAH ALVAREZ-RODRIGUEZ, DIRECTOR
DEPARTMENT OF CHILDREN, YOUTH & THEIR FAMILIES
LUCY GRAIN, M.D., M.P.H., FAAP, CLINICAL PROFESSOR
UCSF DEPARTMENT OF PEDIATRICS

CHRIS DALY, SUPERVISOR

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DEPARTMENT OF HUMAN SERVICES

CHERYL POLK, PH.D., DIRECTOR

MIRIAM AND PETER HAAS FUND

IRACUNDA RAMOS-GOMEZ, D.O.S., M.S., M.P.H.,

ASSOCIATE PROFESSOR

PEDIATRIC DENTISTRY, DIVISION OF PEDIATRIC DENTISTRY,

UCSF

RAYMOND WEISBERG, M.D., BOARD OF DIRECTORS
AMERICAN CANCER SOCIETY

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, August 1, 2001

4 - 5pm

City Hall, Conference Room 421
San Francisco

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- I. Roll Call *
 - II. Review and Approval of July 11, 2001 Minutes [ACTION ITEM]
 - III. Public Comment on Items Not on Agenda
 - IV. Presentation by Patsy Hampton, High Risk Infant Interagency Council Coordinator, on the implementation of the Commission's grant. [DISCUSSION ITEM]
 - V. Presentation by Caroline Vance, San Francisco CARES Director, on the implementation of the Commission's grant. [DISCUSSION ITEM]
 - VI. Discussion of Revenues and Expenses as of June 30, 2001 [DISCUSSION ITEM]
- [Committee members provided with the following reports and information: Revenues and Expenses as of June 30, 2001: 5 Year Estimate.xls (6/29/01 and 7/13/01) and Joint Meeting Workplan Synopsis2.rtf]
- VII. Action to Set Next Agenda [ACTION ITEM]
 - VIII. Adjournment

*Public comment will be taken during each item on the agenda.

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, August 1, 2001, City Hall, Room 421, San Francisco, CA. The meeting was called to order at 4:08pm.

I. Roll Call

The following members were present: Cheryl Polk, Margaret Brodtkin

Others present: Patsy Hampton, Director, HRIIC
Caroline Vance, Director, CARES
Rick Spear, Derik Aoki, Susan Latham, Rhonda Smith, SFCFC Staff

II. Review and Approval of July 11, 2001 Minutes

The minutes were approved as written.

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III. Public Comment on Items Not on Agenda

There was no Public Comment.

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IV. Presentation by Patsy Hampton, High Risk Infant Interagency Council Coordinator, on the Implementation of the Commission's Grant

Ms. Hampton presented the budget with expenses through June 2001 to the Committee. She presented the Parent Folder that is in the process of being developed, and is being piloted this summer. Commissioner Polk stated that the budget would be reevaluated annually.

There was no Public Comment.

V. Presentation by Caroline Vance, San Francisco CARES Director, on the Implementation of the Commission's Grant

Ms. Vance presented the budget for fiscal year 2001 and a preliminary budget for fiscal year 2002. Commissioners Polk and Brodtkin requested a narrative to accompany the 2002 budget to be presented at the October 3, 2001 Budget Committee meeting. Budget Committee requested a reexamination of indirect costs. A collective discussion regarding overhead, and the need for a comprehensive cost benefit analysis (long and short term) was agreed upon.

There was no Public Comment.

VI. Discussion of Revenues and Expenses as of June 30, 2001

This item was deferred to the September agenda.

VII. Action to Set the Agenda

The next Committee meeting will be 4:00pm Wednesday, September 5, 2001.

VIII. Adjournment

The meeting adjourned at 5:10pm.

Cheryl Polk, Ph.D., Commission Chair
Director, Miriam and Peter Haas Fund

Michèle Rutherford, Commission Vice Chair
Special Assistant/Child Care Policy & Planning
Department of Human Services



COMMISSIONERS

Deborah Alvarez-Rodriguez, Director
Department of Children, Youth & Their Families
Margaret Brodtkin, Executive Director
Coleman Advocates for Youth
Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor
UCSF Department of Pediatrics
Chris Daly, Supervisor
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Francisco Ramos-Gomez, D.D.S., M.S., M.P.H.
Associate Professor
Pediatric Dentistry, Division of Pediatric Dentistry, UCSF
Virginia Smyly, Deputy Director
Department of Public Health
Community Health Promotion & Prevention Branch
Raymond Welsberg, M.D., Board of Directors
American Cancer Society

From Day One

BUDGET COMMITTEE MEETING

PUBLIC HEARING AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Tuesday, September 4, 2001

9 - 11 am

1390 Market Street Suite 900
San Francisco

I. Roll Call *

II. Presentation by Organizations Not Awarded Funds Applied for Under the RFP #02 Family Support and Parent Education Selection Process [DISCUSSION AND POSSIBLE ACTION ITEM]

III. Adjournment

*Public comment will be taken during each item on the agenda.

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened a Public Hearing for RFP #02 Family Support and Parent Education appeals, Wednesday, September 4, 2001, 1390 Market Street, Suite 900, San Francisco, CA. The meeting was called to order at 9:10am.

I. Roll Call

The following members were present: Deborah Alvarez-Rodriguez, Margaret Brodtkin

Others present: David Shipper, City Attorney

Rick Spear, Derik Aoki, Susan Latham, Rhonda Smith, SFCFC Staff

II. Presentation by Organizations Not Awarded Funds Applied for Under the RFP #02 Family Support and Parent Education Selection Process

The following organizations appealed to the Committee:

University of San Francisco School of Nursing

Mary Seed, Associate Professor, USF School of Nursing

Ines Betancourt Ascencio, Assistant Program Director, DPH, Community Mental Health Services

Maryanne Mock, Program Director, DPH, Division of Mental Health Services

Edgewood Center for Children and Families

Ken Epstein, Director of Programs, Edgewood Center for Children and Families

Allison Hovermale, Assistant Health Team Manager, Edgewood Center for Children and Families

Lillian Johnson, Consultant, Johnson and Hedgpeth

Sojourner Truth Family Resource Center

Patricia Nelson-Doyle, Sojourner Truth Family Resource Center

Monica Betson Montgomery, Sojourner Truth Family Resource Center

Homeless Perinatal Program

Martha Ryan, Executive Director, Homeless Perinatal Program

There was no Public Comment.

There was no Action taken.

III. Adjournment

The meeting adjourned at 11:02am.

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Executive Director, Miriam and Peter Haas Fund

Michèle Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



COMMISSIONERS

Deborah Alvarez-Rodriguez, Executive Director
Department of Children, Youth & Their Families

Margaret Brodtkin, Executive Director

Coleman Advocates for Youth

Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor
UCSF Department of Pediatrics

Chris Daly, Supervisor

San Francisco Board of Supervisors

Francisco Ramos-Gomez, D.D.S., M.S., M.P.H.

Associate Professor

Pediatric Dentistry, Division of Pediatric Dentistry, UCSF

Virginia Smyly, Deputy Director

Department of Public Health

Community Health Promotion & Prevention Branch

Raymond Weisberg, M.D., Board of Directors

American Cancer Society

From Day One

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, September 5, 2001

4 - 5pm

City Hall Conference Room 421

San Francisco

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- I. Roll Call *
- II. Review and Approval of August 1, 2001 Minutes
- III. Public Comment on Items Not on Agenda
- IV. Discussion of Revenues and Expenses as of June 30, 2001 [DISCUSSION ITEM]
[Committee members provided with the following reports and information: Revenues and Expenses as of June 30, 2001, 5 Year Estimate.xls (6/29/01 and 7/13/01) and Joint Meeting Workplan Synopsis2.rtf]
- V. Discussion of the Development of a Request for Proposals for Aftercare for Homeless Families with Children Ages 0 - 5
[DISCUSSION AND POSSIBLE ACTION ITEM]
- VI. Discussion of the Development of a Request for Qualifications Regarding Training for Homeless Families' Shelter Staff
[DISCUSSION AND POSSIBLE ACTION ITEM]
- VII. Adjournment

*Public comment will be taken during each item on the agenda.

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, September 5, 2001, City Hall, Room 421, San Francisco, CA. The meeting was called to order at 4:06pm.

I. Roll Call

The following members were present: Cheryl Polk, Deborah Alvarez-Rodriguez, Margaret Brodtkin

Others present: David Shipper, City Attorney

Rick Spear, Derik Aoki, Susan Latham, Rhonda Smith, SFCFC Staff

II. Review and Approval of August 1, 2001 Minutes

The minutes were approved as written.

III. Public Comment on Items Not on Agenda

There was no Public Comment.

IV. Discussion of Revenues and Expenses as of June 30, 2001

There was no Action taken.

There was no Public Comment.

V. Discussion of the Development of a Request for Proposals for Aftercare for Homeless Families with Children Ages 0 – 5

The Committee directed staff to develop the language necessary for the development of the RFP. The RFP should be ready for presentation to the Full Commission by February 2002. Commissioner Brodtkin noted that the RFP should be sensitive to geographic considerations. Commissioner Alvarez-Rodriguez stated that process should guide allocations. The Committee thanked Ms. Smith for all the good work on this project.

VI. Discussion of the Development of a Request for Qualifications Regarding Training for Homeless Families' Shelter Staff

The Committee discussed possible processes for the release of funds.

There was no Action taken.

V. Adjournment

The meeting adjourned at 5:00pm.

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COMMISSIONERS

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Department of Children, Youth & Their Families
Margaret Brodtkin, Executive Director
Coleman Advocates for Youth
Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor
UCSF Department of Pediatrics
Chris Daly, Supervisor
San Francisco Board of Supervisors
Francisco Ramos-Gomez, D.D.S., M.S., M.P.H.
Associate Professor
Pediatric Dentistry, Division of Pediatric Dentistry, UCSF
Virginia Smyly, Deputy Director
Department of Public Health
Community Health Promotion & Prevention Branch
Raymond Weisberg, M.D., Board of Directors
American Cancer Society

From Day One

BUDGET COMMITTEE MEETING PUBLIC HEARING AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Monday, September 10, 2001

9 – 11:30 am

1390 Market Street Suite 900

San Francisco

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- I. Roll Call *
- II. Presentation by Organizations Not Awarded Funds Applied for Under the RFP #02 Family Support and Parent Education Selection Process [DISCUSSION AND POSSIBLE ACTION ITEM]
- III. Adjournment

*Public comment will be taken during each item on the agenda.

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened a Public Hearing for RFP #02 Family Support and Parent Education appeals, Wednesday, September 10, 2001, 1390 Market Street, Suite 900, San Francisco, CA. The meeting was called to order at 9:10am.

I. Roll Call

The following members were present: Cheryl Polk, Deborah Alvarez-Rodriguez, Margaret Brodtkin

Others present: Rick Spear, Derik Aoki, Susan Latham, Rhonda Smith, SFCFC Staff

II. Presentation by Organizations Not Awarded Funds Applied for Under the RFP #02 Family Support and Parent Education Selection Process

The following organizations appealed to the Committee:

La Raza Information Center

Melba Maldonado, Executive Director, La Raza Information Center

Manuel E. Davila, Counselor, La Raza Information Center

Carmy Misluel Mocoro, parent

Manuela Estevea, parent

Maria Ramirez, parent

Visitacion Valley Community Center

Brenda Lopez, Director of Children's Programs

Rally Family Visitation Services

There were no representatives from this organization at this Public Hearing.

Asian Women's Resource Center

Gloria Tan, Executive Director, Asian Women's Resource Center

Anne, Lim, Asian Women's Resource Center

Karen Lam, Kai Ming Head Start/Caring for Asian Children's Collaboration

Commissioner Polk moved that RFP #02 Family Support and Family Education be re-paneled. The new panel shall consist of an odd number of readers with no fewer than five persons, that the panel read all thirty-five respondents to RFP #02, and that the panel shall rank in order of priority for funding and the panel's recommendations be brought before the Budget Committee.

There was no Public Comment.

Commissioner Alvarez seconded the motion.

The motion passed unanimously.

III. Adjournment

The meeting adjourned at 10:51am.

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Executive Director, Miriam and Peter Haas Fund

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Program Manager, Child Care Policy & Planning
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COMMISSIONERS:

Deborah Alvarez-Rodriguez, Executive Director
Department of Children, Youth & Their Families

Margaret Brodtkin, Executive Director
Coleman Advocates for Youth

Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor
UCSF Department of Pediatrics

Chris Daly, Supervisor
San Francisco Board of Supervisors

Francisco Ramos-Gomez, D.D.S., M.S., M.P.H.
Associate Professor
Pediatric Dentistry, Division of Pediatric Dentistry, UCSF

Virginia Smyly, Deputy Director
Department of Public Health
Community Health Promotion & Prevention Branch

Raymond Weisberg, M.D., Board of Directors
American Cancer Society

From Day One

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, October 3, 2001

4 - 5pm

City Hall Conference Room 421
San Francisco

- I. Roll Call *
- II. Welcome new Chair and Committee members [DISCUSSION ITEM]
- III. Review and Approval of September 5, 2001 Minutes [ACTION ITEM]
- IV. General Public Comment
- V. Discussion and Review of CARES Budget [DISCUSSION AND POSSIBLE ACTION ITEM]
- VI. Discussion and Possible Action to Consider a Grant for an Amount Not to Exceed \$295,000 for a Preventable Disease and Conditions Initiative [DISCUSSION AND POSSIBLE ACTION ITEM]
- VII. Discussion and Possible Action to Approve the Executive Director's Staffing Recommendation [DISCUSSION AND POSSIBLE ACTION]
[Commissioners provided with the following reports and information: October 2001 Staffing Plan]
- VIII. Adjournment

*Public comment will be taken during each item on the agenda.

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, October 3, 2001, City Hall, Room 421, San Francisco, CA. The meeting was called to order at 4:03pm.

I. Roll Call

The following members were present: Raymond Weisberg, Cheryl Polk

II. Welcome new Chair and Committee members

III. Review and Approval of September 5, 2001 Minutes

The minutes were approved as written.

IV. General Public Comment

There was no Public Comment.

V. Discussion and Review of CARES Budget

Caroline Vance, CARES Director, and Linda Asato, Executive Director, Wu Yee Children's Services presented the revised budget to the committee. Ms. Vance reported that staffing has been reduced from three to two positions, and that administrative costs have been reduced from 15% to 7.5%. Commissioner Polk noted that this change in the budget insured that >75% of the funds are for direct services. Ms. Vance stated that the budget, as presented, assigns 81.4% to direct services.

There was no Public Comment.

VI. Discussion and Possible Action to Consider a Grant for an Amount Not to Exceed \$295,000 for a Preventable Disease and Conditions Initiative

The following members of the public spoke in favor of this initiative:

Mai Mai Ho, Director, Asian Perinatal Advocates

Cheryl J. Magid, Children's Council of San Francisco

Jans Wan, Children's Council of San Francisco

Nickolas Pagoulatos, Director, Comite de Vivienda San Pedro

Amy Yu, Asian Perinatal Advocates

Joanie Zhang, Parent, Asian Perinatal Advocates

Lupe Arreola, Comite de Vivienda San Pedro

Dana Lanza, Literacy for Environmental Justice

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Commissioner Polk moved that this initiative be brought before the full Commission, and that staff shall develop a more detailed budget. Commissioner Weisberg seconded the motion.

There was no Public Comment.

The motion carried unanimously.

Commissioner Weisberg noted that funds designated for health initiatives have been allocated.

VII. Discussion and Possible Action to Approve the Executive Director's Staffing Recommendation

The Committee reviewed and approved the staffing recommendations as presented.

/III. Adjournment

The meeting adjourned at 5:05pm.

Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michale Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



COMMISSIONERS

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Department of Children, Youth & Their Families

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Lucy Cram, M.D., M.P.H., FAAP, Clinical Professor
UCSF Department of Pediatrics

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San Francisco Board of Supervisors

Francisco Ramos-Gomez, D.D.S., M.S., M.P.H.
Associate Professor
Pediatric Dentistry, Division of Pediatric Dentistry, UCSF

Virginia Smyly, Deputy Director
Department of Public Health

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Raymond Weisberg, M.D., Board of Directors
American Cancer Society

From Day One

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, November 7, 2001

4 - 5pm

City Hall Conference Room 421
San Francisco

- I. Roll Call *
 - II. Review and Approval of October 3, 2001 Minutes [ACTION ITEM]
 - III. General Public Comment
 - IV. Discussion and Possible Action to Award an Amount Not to Exceed \$100,000 Granted to Support for Families of Children with Disabilities for the High Risk Infant Interagency Council (HRIIC) and Work Order those Funds to the Department of Public Health (DPH) for One Half of the Salary and Fringe Benefits of a Full-Time Public Health Nurse who shall be Dedicated Exclusively to HRIIC for Years Two and Three of the Grant Agreement [DISCUSSION AND POSSIBLE ACTION ITEM]
- [Commissioners provided with the following reports and information: November 2001 HRIIC DPH PHN]
- V. Quarterly Budget Review
 - VI. Discussion and Possible Action to Approve Change in RFP Protest and Language [DISCUSSION AND POSSIBLE ACTION]
 - V. Adjournment

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, November 7, 2001, City Hall, Room 421, San Francisco, CA. The meeting was called to order at 4:02pm.

I. Roll Call

The following members were present: Raymond Weisberg, Deborah, Alvarez-Rodriguez, Cheryl Polk

II. Review and Approval of October 3, 2001 Minutes

The minutes were approved as written.

III. General Public Comment

There was no Public Comment.

IV. Discussion and Possible Action to Award an Amount Not to Exceed \$100,000 Granted to Support for Families of Children with Disabilities for the High Risk Infant Interagency Council (HRIIC) and Work Order those Funds to the Department of Public Health (DPH) for One Half of the Salary and Fringe Benefits of a Full-Time Public Health Nurse who shall be Dedicated Exclusively to HRIIC for Years Two and Three of the Grant Agreement

Commissioner Polk moved to accept the recommendation for funding contingent upon approval of the Ad Hoc Health Committee. Commissioner Alvarez-Rodriguez seconded the motion.

There was no Public Comment.

The motion carried unanimously.

V. Quarterly Budget Review

The Trial Balance Inquiry, monthly expenditures and the October 12, 2001 Audit Management letter were discussed with Department of Children, Youth and Their Families Fiscal Manager, Jay Manglicmot.

VI. Discussion and Possible Action to Approve Change in RFP Protest and Language

City Attorney David Shipper stated that protest is a legal event, that a protest letter would be submitted to the city attorney, who submits a recommendation to the Budget Committee for resolution.

Commissioner Polk moved to adopt the recommended change and put it before the Commission for a vote. Commissioner Alvarez-Rodriguez seconded the motion.

There was no Public Comment.

The motion carried unanimously.

VII. Adjournment

The meeting adjourned at 4:56pm.

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Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



From Day One

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Department of Children, Youth & Their Families
Margaret Brodtkin, Executive Director
Coleman Advocates for Youth

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Virginia Smyly, Deputy Director

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Raymond Weisberg, M.D., Board of Directors

American Cancer Society

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, December 5, 2001

4 - 5pm

City Hall Conference Room 421
San Francisco

I. Roll Call *

II. Review and Approval of November 7, 2001 Minutes

[ACTION ITEM]

III. General Public Comment

IV. Discussion and Possible Action to Authorize the Release of a Request for Proposal (RFP) to Award a Grant Not to Exceed \$75,000/year for a Three Year Grant Cycle for Technical and Peer Support for Child Care Providers

[DISCUSSION AND POSSIBLE ACTION ITEM]

[Commissioners provided with the following reports and information: At the June 8, 2001 Commission meeting, the Commission voted unanimously to approve the reallocation of funds for this strategy.]

V. Executive Director Report on the Family Support/Parent Education RFP

VI. Discussion of the Development of a Request for Proposals for Aftercare for Homeless Families with Children Ages 0 - 5 [DISCUSSION ITEM]

VII. Discussion of the Development of a Request for Qualifications Regarding Training for Homeless Families' Shelter Staff [DISCUSSION ITEM]

VIII. Adjournment

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From Day One

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American Cancer Society

BUDGET COMMITTEE MEETING

AGENDA

(see revised "2")

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, December 5, 2001

4 - 5pm

City Hall Conference Room 421
San Francisco

- I. Roll Call *
- II. Review and Approval of November 7, 2001 Minutes
- III. General Public Comment
- IV. Discussion and Possible Action to Authorize the Release of a Request for Proposal (RFP) to Award a Grant Not to Exceed \$75,000/year for a Three Year Grant Cycle for Technical and Peer Support for Child Care Providers

[ACTION ITEM]

[DISCUSSION AND POSSIBLE ACTION ITEM]

[Commissioners provided with the following reports and information: At the June 6, 2001 Commission meeting, the Commission voted unanimously to approve the reallocation of funds for this strategy.]

- V. Executive Director Report on the Family Support/Parent Education RFP
- VI. Discussion of the Development of a Request for Proposals for Aftercare for Homeless Families with Children Ages 0 - 5 [DISCUSSION ITEM]
- VII. Discussion of the Development of a Request for Qualifications Regarding Training for Homeless Families' Shelter Staff [DISCUSSION ITEM]
- VIII. Adjournment

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From Day One

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, December 5, 2001

4 - 5pm

City Hall Conference Room 421

San Francisco

- I. Roll Call *
- II. Review and Approval of November 7, 2001 Minutes [ACTION ITEM]
- III. General Public Comment
- IV. Discussion and Possible Action to Authorize the Release of a Request for Proposal (RFP) to Award a Grant Not to Exceed \$75,000/year for a Three Year Grant Cycle for Technical and Peer Support for Child Care Providers [DISCUSSION AND POSSIBLE ACTION ITEM]
[Commissioners provided with the following reports and information: At the June 6, 2001 Commission meeting, the Commission voted unanimously to approve the reallocation of funds for this strategy.]
- V. Executive Director Report on the Family Support/Parent Education RFP
- VI. Discussion of the Development of a Request for Proposals for Aftercare for Homeless Families with Children Ages 0 - 5 [DISCUSSION ITEM]
- VII. Discussion of the Development of a Request for Qualifications Regarding Training for Homeless Families' Shelter Staff [DISCUSSION ITEM]
- VIII. Adjournment

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, December 5, 2001, City Hall, Room 421, San Francisco, CA. The meeting was called to order at 4:02pm.

I. Roll Call

The following members were present: Raymond Weisberg, Cheryl Polk

II. Review and Approval of November 7, 2001 Minutes

The minutes were approved as written.

III. General Public Comment

There was no Public Comment.

IV. Discussion and Possible Action to Authorize the Release of a Request for Proposal (RFP) to Award a Grant Not to Exceed \$75,000/year for a Three Year Grant Cycle for Technical and Peer Support for Child Care Providers

Commissioner Polk advised that the RFP include a statement of vision to linkages family care networks, and outreach to unaffiliated providers, and that it be presented at the January Commission meeting.

Commissioner Polk moved to approve the authorization, and that the above discussion points be brought into the language of the RFP. Commissioner Weisberg seconded the motion.

There was no Public Comment.

The motion carried unanimously.

V. Executive Director Report on the Family Support/Parent Education RFP

There was no action taken.

There was no Public Comment.

VI. Discussion of the Development of a Request for Proposals for Aftercare for Homeless Families with Children Ages 0 – 5

There was no action taken. Staff was directed to submit a report to Committee.

There was no Public Comment.

VII. Discussion of the Development of a Request for Qualifications Regarding Training for Homeless Families' Shelter Staff

There was no action taken. Staff was directed to submit a report to Committee.

There was no Public Comment.

III. Adjournment

The meeting adjourned at 5:03pm.

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From Day One

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, January 2, 2001

City Hall Conference Room 421

*meeting cancelled and re-scheduled
January 9th, 2002*

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From Day One

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, January 9, 2001

4 - 5pm

Fox Plaza

1390 Market Street Suite 900

San Francisco

- I. Roll Call *
- II. Review and Approval of December 5, 2001 Minutes [ACTION ITEM]
- III. General Public Comment
- IV. Discussion and Possible Action to Approve the 2002-2003 Budget
[DISCUSSION AND POSSIBLE ACTION ITEM]
[Commissioners provided with the following reports and information: 2002 - 2003 Administrative Budget, 2001 Parent ACTION Grants Budget, 2001 - 2003 School Readiness Implementation Budget, Five Year Budget Projections 12/17/2001]
- V. Executive Director Report on the Family Support/Parent Education RFP [DISCUSSION ITEM]
- VI. Report on The Move from 1390 Market Street Suite 900 [DISCUSSION ITEM]
- VII. Adjournment

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The first part of the paper discusses the importance of the study and the objectives of the research. It also outlines the methodology used in the study and the results obtained. The second part of the paper discusses the implications of the study and the conclusions drawn from the research. It also provides a summary of the findings and a list of references.

The study was conducted in a laboratory setting and the results were compared with those obtained from previous studies. The findings of the study are discussed in detail and the implications of the results are discussed. The conclusions drawn from the research are presented and a summary of the findings is provided.

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From Day One

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, January 9, 2002

4 - 5pm

Fox Plaza

1390 Market Street Suite 900

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This meeting has been cancelled.

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Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



COMMISSIONERS

Deborah Alvarez-Rodriguez, Executive Director
Department of Children, Youth & Their Families

Margaret Brodtkin, Executive Director
Coleman Advocates for Youth

Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor
UCSF Department of Pediatrics

Chris Daly, Supervisor
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Associate Professor
Pediatric Dentistry, Division of Pediatric Dentistry, UCSF

Virginia Smyth, Deputy Director
Department of Public Health
Community Health Promotion & Prevention Branch

Raymond Weisberg, M.D., Board of Directors
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From Day One

BUDGET COMMITTEE MEETING

SPECIAL MEETING

PUBLIC HEARING AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Monday, January 28, 2002

3:00 - 5:30 am

1390 Market Street Suite 900

San Francisco

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01-14-02A09:43 RCVD

- I. Roll Call *
- II. Presentation by Organizations Not Awarded Funds Applied for Under the RFP #02 Family Support and Parent Education Selection Process [DISCUSSION AND POSSIBLE ACTION ITEM]
- III. Adjournment

*Public comment will be taken during each item on the agenda.

For More Information, contact: Susan Latham, 1390 Market Street, Suite 900, San Francisco, CA 94102, 415.934.4849 or susan@dcof.org

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**BUDGET COMMITTEE MINUTES
SPECIAL HEARING**

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a Special Hearing held Monday, January 28, 2002, 1390 Market Street, Suite 900, San Francisco, CA. The meeting was called to order at 3:05pm.

I. Roll Call

The following members were present: Raymond Weisberg, Cheryl Polk, Michele Rutherford

Others: David Shipper, City Attorney

Rick Spear, Derik Aoki, Susan Latham, Krystal Robinson, Commission staff

General Public Comment

The following members of the Public urged the Commission to expedite the release funds for this initiative:

Anne Tamar-Mattis, SF LGBT Community Center

Charlie Spiegel, Our Family Coalition

**II. Presentation by Organizations Not Awarded Funds Applied for Under the RFP #02
Family Support and Parent Education Selection Process**

The following organizations presented to the Committee:

- a. Friends of St. Francis
Sally Large, Director

There was No Public Comment.

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- b. San Francisco Child Abuse Prevention Center
Virginia Van Zandt, Director
Diane Suffridge, Director, Talkline

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Public Comment

Susan Leal, City Treasurer, urged the Commission to protect the process outlined by City codes and policies

Gilda Serrano, parent, spoke in support of Talkline

Maria Torre, parent, spoke in support of the presenting organization

- c. Homeless Children's Network
Toby Eastman, Program Director
April Silas, Executive Director

Public Comment

Felicia Park-Rogers, COLAGE, urged the Commission to expedite the release of funds for this initiative.

Commissioner Weisberg reviewed the process.

Commissioner Polk noted three emerging allegations: conflict of interest issues of one of the second round panelists, premature contract negotiations, and role of staff to build consensus.

Commissioner Weisberg directed staff to submit a report that addresses the nature of participation of Commission staff. The Committee concurred that the Budget Committee shall convene a Special Meeting before the end of February.

There was no action taken.

III. Adjournment

The meeting adjourned at 4:25pm.

Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas
Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy &
Planning



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Virginia Smyly, Deputy Director
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Community Health Promotion & Prevention Branch
Raymond Weisberg, M.D., Board of Directors
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From Day One

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, February 6, 2002

4 - 5pm

City Hall Conference Room 421
San Francisco

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- I. Roll Call *
- II. Review and Approval of December 5, 2001 Minutes **[ACTION ITEM]**
- III. General Public Comment
- IV. Discussion and Possible Action to Reallocate Funds in the 2001-2002 Administrative Budget **[DISCUSSION AND POSSIBLE ACTION ITEM]**
[Commissioners provided with the following reports and information: Monthly Expenditures/Encumbrance Report as of December 31, 2001]
- V. Discussion and Possible Action to Allocate an Amount Not to Exceed \$10,000 of One-Time Funds for Participation in the Week of the Young Child April 7 - 12 **[DISCUSSION AND POSSIBLE ACTION ITEM]**
[Commissioners provided with the following reports and information: Recommendation Cover Sheet Week of the Young Child]
- VI. Discussion and Possible Action to Approve the Budget for Fiscal Year 2002-2003 **[DISCUSSION AND POSSIBLE ACTION ITEM]**
[Commissioners provided with the following reports and information: 2002 - 2003 Administrative Budget, 2002-2003 Parent ACTION Grants Budget, 2002 - 1003 School Readiness Implementation Budget, Five Year Budget Projections 12/17/2001]
- VII. Discussion and Possible Action to Delegate to the Executive Director Authority to Award Individual Grants for Amounts Not to Exceed \$5000 With an Annual Limit of \$20,000 Provided the Budget Committee Chair is First Apprised of the Award **[DISCUSSION AND POSSIBLE ACTION ITEM]**
[Commissioners provided with the following reports and information: Recommendation Cover Sheet 2002 Small Grants Delegation]
- VIII. Adjournment

*Public comment will be taken during each item on the agenda.

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, February 6, 2002, City Hall, Room 421, San Francisco, CA. The meeting was called to order at 4:03pm.

I. Roll Call

The following members were present: Raymond Weisberg, Brenda Lopez

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II. Review and Approval of December 5, 2001 Minutes

The minutes were approved as written.

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III. General Public Comment

There was no Public Comment.

IV. Discussion and Possible Action to Reallocate Funds in the 2001-2002 Administrative Budget

Commissioner Lopez moved to approve the reallocation of funds as presented. Commissioner Weisberg seconded the motion.

There was no Public Comment.

The motion carried unanimously.

V. Discussion and Possible Action to Allocate an Amount Not to Exceed \$10,000 of One-Time Funds for Participation in the Week of the Young Child April 7 – 12

Commissioner Lopez moved to approve the allocation of funds as presented. Commissioner Weisberg seconded the motion.

There was no Public Comment.

The motion carried unanimously.

VI. Discussion and Possible Action to Approve the Budget for Fiscal Year 2002 - 2003

Commissioner Lopez moved to approve the budget as presented. Commissioner Weisberg seconded the motion.

There was no Public Comment.

The motion carried unanimously.

VII. Discussion and Possible Action to Delegate to the Executive Director Authority to Award Individual Grants for Amounts Not to Exceed \$5000 With an Annual Limit of \$20,000 Provided the Budget Committee Chair is First Apprised of the Award

Commissioner Lopez moved to approve this delegation of authority as presented. Commissioner Weisberg seconded the motion.

Commissioner Weisberg proposed a friendly amendment that the language of the motion shall read "the Budget Chair shall be made aware of individual grants before they are executed".

There was no Public Comment.

The motion carried unanimously.

III. Adjournment

The meeting adjourned at 4:37pm.

Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miram and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



COMMISSIONERS:

Margaret Brodick, Executive Director
Coleman Advocates for Youth
Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor
UCSF Department of Pediatrics

Chris Daly, Supervisor
San Francisco Board of Supervisors

Brenda Lopez, Executive Director
Department of Children, Youth & Their Families

Francisco Ramos-Gomez, D.D.S., M.S., M.P.H.
Associate Professor
Pediatric Dentistry, Division of Pediatric Dentistry, UCSF

Virginia Smyly, Deputy Director
Department of Public Health
Community Health Promotion & Prevention Branch

Raymond Weisberg, M.D., Board of Directors
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From Day One

BUDGET COMMITTEE MEETING

SPECIAL MEETING

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PUBLIC HEARING AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, February 13th, 2002

3:30 - 4:30 pm

Fox Plaza 1390 Market Street Suite 900

San Francisco

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01-31-02P03:27 RCWD

- I. Roll Call *
- II. Discussion and Possible Action Regarding Protests to RFP #02 Family Support and Parent Education Selection Process [DISCUSSION AND POSSIBLE ACTION ITEM]
- III. Adjournment

*Public comment will be taken during each item on the agenda.

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**BUDGET COMMITTEE MINUTES
SPECIAL HEARING**

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SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

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The members of the Budget Committee convened for a Special Hearing held Tuesday, February 13, 2002, 1390 Market Street, Suite 900, San Francisco, CA. The meeting was called to order at 3:37pm.

I. Roll Call

The following members were present: Raymond Weisberg, Cheryl Polk, Michele Rutherford

Others: David Shipper, City Attorney

Rick Spear, Derik Aoki, Susan Latham, Krystal Robinson, Commission staff

II. Discussion and Possible Action Regarding Protests to RFP #02 Family Support and Parent Education Selection Process

The Committee discussed three alternatives to resolve the protest:

1. No merit to protest; deny all three appeals
2. look at each appeal
3. declare that the process has been compromised, that the panels recommendations be voided and restart the RFP process

The Committee concurred with option 3, to restart the RFP process.

Commissioner Polk moved to void the current RFP and its results, to direct staff to draft a new RFP that reflects the needs of San Francisco's families in their neighborhoods, as well as citywide, to clarify scope work and associated scoring criteria, and to expedite the process.

Commissioner Rutherford proposed a friendly amendment that the new RFP reflect the Commission's vision of Family Support, that hubs of Family Support link to Proposition 10 initiatives, that the expectation is to link to formal connections, e.g. health outreach and Parent Ambassadors.

Commissioner Weisberg stated that the motion was extremely disappointing to participating organizations, and the Commission understood that this funding is critical to them and the communities they serve. The Commission acknowledges this disappointment and expresses concern.

Public Comment

Charlie Spiegel, Our Family Coalition, urged the Committee to consider alternative funding solutions, noted the hardship to staff who had worked on the proposals, that the RFP be released by September.

Sally Large, Friends of St Francis Child Care, encouraged staff to refine the training of panelists, that the guidelines of the budget are too strict, e.g. 30% benefits is too high, and that the criteria be narrowed down and be more specific.

Deven Richardson, Bayview resident, stated that it was refreshing to hear the issues of this RFP, that the southeast section of the city is underserved and needs outreach, and that the mission of the RFP must be clear and concise.

April Y. Silas, Homeless Children's Network, thanked the Committee for their reflection on this issue, that consistency is the key., to pay attention to the finer details, to release the funds as soon as possible, to consider feedback and strengthen the collaboration and linkages

Lisa Williams, One Source, stated that children are waiting for these services and asked, "If the vision was changed would that exclude the first vision?"

Virginia Van Zandt, San Francisco Child Abuse Prevention Center, concurred with Ms. Large and Silas' request, thanked the panel even though she was not happy with the outcome, supported the outcome of the Protest and the strategy of submitting new proposals, as the old one were out of date, that new information would reflect the current status of the organizations.

Rene Velasquez, Instituto Familias de la Raza, urged the Committee to just say who is the target of this strategy and to be consistent.

The motion passed unanimously.

III. Adjournment

The meeting adjourned at 4:25pm.

Cheryl Polk, Ph.D., Commission Chair
Executive Director, Minam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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Raymond Weisberg, M.D., Board of Directors
American Cancer Society

From Day One

BUDGET COMMITTEE MEETING

AGENDA

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SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, March 6th, 2002

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

FEB 27 2002

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02-27-02A10:46 RCVD

- I. Roll Call *
- II. Review and Approval of January 28, 2001, February 6, 2002, and February 13, 2002 Minutes [ACTION ITEM]
- III. Discussion and Possible Action Regarding the Language for RFP #04 Family Support [DISCUSSION AND POSSIBLE ACTION ITEM]
- IV. Discussion Regarding the SRO Task Force [DISCUSSION ITEM]
- V. Adjournment

*Public comment will be taken during each item on the agenda.

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San Francisco, CA 94102-4683

Phone: (415) 554-7724, Fax: (415) 554-7854

E-mail: Donna_Hall@ci.sf.ca.us

BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, March 6, 2002, City Hall, Room 421, San Francisco, CA. The meeting was called to order at 4:02pm.

I. Roll Call

The following members were present: Raymond Weisberg, Brenda Lopez

II. Review and Approval of January 28, 2002, February 6, 2002 and February 13, 2002 Minutes

The minutes were approved as corrected.

III. Discussion and Possible Action Regarding the Language for RFP #04 Family Support

There was no Public Comment.

There was no action taken.

The Committee agreed to call a Special Meeting to discuss this item.

IV. Discussion Regarding the SRO task Force

There was no Public Comment.

V. Adjournment

The meeting adjourned at 5:14pm.

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Michele Rutherford, Commission Vice Chair
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From Day One

BUDGET COMMITTEE MEETING

SPECIAL MEETING AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

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Friday, March 15th, 2002

9:00 ~ 11:00 pm

1390 Market Street Suite 900

San Francisco

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- I. Roll Call *
- II Discussion and Possible Action Regarding the Language for RFP #04 Family Support
[DISCUSSION AND POSSIBLE ACTION ITEM]
- III. Adjournment

*Public comment will be taken during each item on the agenda.

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From Day One

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, April 3rd, 2002

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

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- I. Roll Call *
- II. Review and Approval of March 6, 2002 Minutes [ACTION ITEM]
- III. Discussion and Possible Action Regarding the Language for an RFQ for a Training Grant for Homeless Service Providers [DISCUSSION AND POSSIBLE ACTION ITEM]
- IV. Discussion and Possible Action regarding Revised Starting Points 2002 – 2003 Grant [DISCUSSION ITEM]
- V. Update on the Move
- VI. Adjournment

*Public comment will be taken during each item on the agenda.

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, April 3, 2002, City Hall, Room 421, San Francisco, CA. The meeting was called to order at 4:03pm.

I. Roll Call

The following members were present: Raymond Weisberg, Cheryl Polk

II. Review and Approval of March 6, 2002 Minutes

The minutes were approved as written.

III. Discussion and Possible Action Regarding the Language for an RFQ for a Training Grant for Homeless Service Providers

Commissioner Polk moved to accept the language for the training grant as presented. The motion was seconded by Commissioner Weisberg.

There was no Public Comment.

The motion passed unanimously.

IV. Discussion and Possible Action Regarding Starting Points 2002 – 2003 Grant

Commissioner Polk requested that the language of the grant should clarify that Prop 10 funds are contingent on matching funds.

Commissioner Weisberg moved to approve the grant as presented. Commissioner Polk seconded the motion.

There was no Public Comment.

The motion passed unanimously.

V. Update on the Move

There was no Public Comment.

VI. Adjournment

The meeting adjourned at 4:30pm.

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Michele Rutherford, Commission Vice Chair
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From Day One

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, May 1st, 2002

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

- I. Roll Call *
- II. Review and Approval of April 3, 2002 Minutes [ACTION ITEM]
- III. Review of the Quarterly Budget [DISCUSSION ITEM]
- IV. Discussion and Possible Action Regarding the Language for Procurement Documents for the Multidisciplinary Assessment Center [DISCUSSION AND POSSIBLE ACTION ITEM]
- V. Discussion and Possible Action Regarding the Language for Procurement Documents for the Dental Home Project [DISCUSSION AND POSSIBLE ACTION]
- VI. Update on the Move
- VII. Adjournment

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, May 1, 2002, City Hall, Room 421, San Francisco, CA. The meeting was called to order at 4:11pm.

I. Roll Call

The following members were present: Raymond Weisberg, Brenda Lopez, Cheryl Polk

II. Review and Approval of April 3, 2002 Minutes

The minutes were approved as written.

III. Review of the Quarterly Budget

IV. Discussion and Possible Action Regarding the Language for Procurement Documents for the Multidisciplinary Assessment Center

Commissioner Polk moved to approve the document as presented, with the following exception: respondents to the RFQ attendance of the Bidders' Conference shall not be mandatory. The motion was seconded.

There was no Public Comment.

The motion passed unanimously.

V. Discussion and Possible Action Regarding the Language for Procurement Documents for the Dental Home Project

The document presented was corrected: page 1 paragraph 2, the amount shall read \$945,000 over three years.

Commissioner Lopez moved to approve the document as corrected. The motion was seconded.

There was no Public Comment.

The motion passed unanimously.

VI. Update on the Move

There was no Public Comment.

VII. Adjournment

The meeting adjourned at 4:59pm.

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From Day One

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, June 5th, 2002

4:00 - 5:00 pm

City Hall

Conference Room 421
San Francisco

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- I. Roll Call *
- II. Review and Approval of May 1, 2002 Minutes [ACTION ITEM]
- III. Discussion and Possible Action to Sign a Lease with Calfox, Inc., for Suite 318, 1390 Market Street for the Amount of \$23 Per Square Foot for 3,548 Rentable Square Feet Commencing upon Substantial Completion and Ending November 30, 2005 [DISCUSSION AND POSSIBLE ACTION]
- IV. Discussion and Possible Action Regarding the Evaluation RFP [DISCUSSION AND POSSIBLE ACTION ITEM]
- V. Update on the Move
- VI. Adjournment

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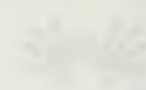
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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, June 5, 2002, City Hall, Room 421, San Francisco, CA. The meeting was called to order at 4:19pm.

I. Roll Call

The following members were present: Brenda Lopez, Cheryl Polk

II. Review and Approval of May 1, 2002 Minutes

The minutes were approved as written.

III. Discussion and Possible Action to Sign a Lease with Calfox, Inc., for Suite 318, 1390 Market Street for the Amount of \$23 Per Square Foot for 3,548 Rentable Square Feet Commencing upon Substantial Completion and Ending November 30, 2005

Commissioner Lopez moved to approve the lease as presented. The motion was seconded.

There was no Public Comment.

The motion passed unanimously.

V. Discussion and Possible Action Regarding the Evaluation RFP

Commissioner Polk moved to approve the plan as presented. The motion was seconded.

There was no Public Comment.

The motion passed unanimously.

VI. Update on the Move

There was no Public Comment.

VII. Adjournment

The meeting adjourned at 4:40pm.

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From Day One

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, August 7th, 2002

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

- I. Roll Call *
- II. Review and Approval of June 5, 2002 Minutes [ACTION]
- III. Discussion and Possible Action to Permit up to \$114,751 in Unused Administrative Funds to be Carried Forward from the Fiscal Year 2001-2002 to Fiscal year 2002-2003 [DISCUSSION AND POSSIBLE ACTION]
- IV. Discussion and Possible Action to Reallocate Funds for an Amount not to Exceed \$20,000 for the Purchase of Equipment [DISCUSSION AND POSSIBLE ACTION]
- V. Discussion and Possible Action to Approve the Parent Ambassadors RFP [DISCUSSION AND POSSIBLE ACTION]
- VI. Discussion of the Quarterly Budget Review [DISCUSSION]
- VII. Discussion of Sustainability Issues for the Commission [DISCUSSION]
- VIII. Update on the Move [DISCUSSION]
- IX. Adjournment

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, August 7, 2002, City Hall, Room 421, San Francisco, CA. The meeting was called to order at 4:07pm.

I. Roll Call

The following members were present: Raymond Weisberg, Brenda Lopez, Cheryl Polk

II. Review and Approval of June 5, 2002 Minutes

The minutes were approved as written.

III. Discussion and Possible Action to Reallocate up to \$114,751 in Unused Administrative Funds to be Carried Forward from the Fiscal Year 2001-2002 to Fiscal Year 2002-2003.

Commissioner Polk moved to approve the reallocation as presented. The motion was seconded.

There was no Public Comment.

The motion passed unanimously.

IV. Discussion and Possible Action to Reallocate Funds for an Amount not to Exceed \$20,000 for the Purchase of Equipment.

Commissioner Polk moved to approve the reallocation as presented. The motion was seconded.

There was no Public Comment.

The motion passed unanimously.

V. Discussion and Possible Action to Approve the Parent Ambassadors RFP

- Requests and Considerations of the Committee
 - (a) Timeline
 - (b) Skill level description
 - (c) Collaboration strongly encouraged at the beginning of the planning process
 - (d) reasonable planning budget
 - (e) "What are we buying?"
 - (f) Who provides technical assistance during planning with collaborative?
 - (g) Break planning process into two parts
 - (h) Who provides oversight?
 - (i) Educational component should be explored

Commissioner Lopez moved to approve the concepts of the RFP, that suggested additions and corrections be reviewed by the members of the Committee for their approval. The motion was seconded.

There was no Public Comment.

The motion passed unanimously.

VI. Discussion of the Quarterly Budget Review

VII. Discussion of Sustainability Issues for the Commission

VIII. Update on the Move

IX. Adjournment The meeting adjourned at 5:08pm.

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Raymond Weisberg, M.D., Board of Directors
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From Day One

BUDGET COMMITTEE MEETING

AGENDA

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SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, September 4th, 2002

4:00 - 5:00 pm

City Hall

Conference Room 421

San Francisco

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This meeting has been cancelled. The Budget Committee will resume its meeting schedule on Wednesday, October 2, 2002.

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From Day One

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, October 2, 2002

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

- I. Roll Call *
- II. Review and Approval of August 7, 2002 Minutes [ACTION]
- III. Discussion of Annual Report [DISCUSSION]
- IV. Discussion of Audit [DISCUSSION]
- V. Discussion of Sustainability Issues for the Commission [DISCUSSION]
- VI. Update on the Move [DISCUSSION]
- VII. Adjournment

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IN SENATE

January 10, 1901.

REPORT OF THE

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FOR THE YEAR 1900.

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part outlines the various methods and tools used to collect and analyze data. It mentions the use of surveys, interviews, and focus groups to gather information from stakeholders. Additionally, it discusses the application of statistical software to process and interpret the collected data.

3. The third part describes the results of the data analysis. It highlights the key findings and trends observed, such as the increasing demand for certain services and the declining interest in others. These insights are used to inform strategic decision-making and resource allocation.

4. The fourth part provides a detailed breakdown of the budget and financial performance. It compares the actual expenditures with the planned budget, identifying areas of overspending and potential savings opportunities. This analysis is crucial for maintaining financial stability and achieving the organization's financial goals.

5. The fifth part discusses the overall impact of the project and the lessons learned. It reflects on the challenges faced during the implementation phase and the strategies used to overcome them. These lessons are shared with the team to improve future projects and ensure continuous improvement in the organization's performance.

BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, October 2, 2002, City Hall, Room 421, San Francisco, CA. The meeting was called to order at 4:15pm.

I. Roll Call

The following members were present: Ray Weisberg, Brenda Lopez

II. Review and Approval of August 7, 2002 Minutes

The minutes were approved as written.

III. Discussion of Annual Report

The Committee accepted the report with minor suggestions, e.g. clarification of acronyms.

There was no Public Comment.

VI. Discussion of the Audit

Rick Spear, Executive Director, reported that two recommendations were made by the auditors: 1) an onsite monitoring system should be in place for grantees, 2) The Department of Children, Youth and Their Families should modify its protocol to monitor CARES more than twice a year. He noted that with the upcoming Contract Management System soon to be in place, monitoring would be scheduled in a more formal way.

There was no Public Comment.

VI. Discussion of Sustainability Issues for the Commission

Commissioner Weisberg asked if the goals of the Commission were measurable. Moira Kenney, Senior Planner and Policy Analyst, stated that could be more readily observed in December.

There was no Public Comment.

VII. The Move

VII. Adjournment

The meeting adjourned at 4:42pm.

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Coleman Advocates for Youth
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UCSF Department of Pediatrics
Chris Daly, Supervisor
San Francisco Board of Supervisors
Brenda Lopez, Director
Department of Children, Youth & Their Families
Virginia Smyly, Deputy Director
Department of Public Health
Community Health Promotion & Prevention Branch
Raymond Weisberg, M.D., Board of Directors
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BUDGET COMMITTEE MEETING

AGENDA

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SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, November 6, 2002

4:00 – 5:00 pm

City Hall

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San Francisco

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THIS MEETING HAS BEEN CANCELLED.

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Michele Rutherford, Commission Vice Chair
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Virginia Smyly, Deputy Director
Department of Public Health
Community Health Promotion & Prevention Branch
Raymond Weisberg, M.D., Board of Directors
American Cancer Society

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, December 4, 2002

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

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- I. Roll Call *
- II. Review and Approval of October 2, 2002 Minutes [ACTION]
- III. Discussion and Possible Action Regarding the RFP Language for Parent Ambassadors Project [DISCUSSION]
- IV. Work Order of an Amount Not to Exceed \$500,000 to the Department of Human Services for a Joint RFP for Family Support Services in the Bayview/Hunter's Point Neighborhood [DISCUSSION AND POSSIBLE ACTION ITEM]
- V. Discussion of Sustainability Issues for the Commission [DISCUSSION]
- VI. Adjournment

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, December 4, 2002, City Hall, Room 421, San Francisco, CA. The meeting was called to order at 4:07pm.

I. Roll Call

The following members were present: Ray Weisberg, Brenda Lopez, Cheryl Polk

II. Review and Approval of October 3, 2002 Minutes

The minutes were approved as written.

III. Discussion and Possible Action Regarding the RFP Language for Parent Ambassadors Project

Discussion Points:

- Oversight team and planning period (six month implementation) clarified
- Neighborhoods changed
- Subcontract mandate
- Reduce amount first year
- Strongly encourage collaboration
- Release in December 2002
- Grant timeline: March – March
- Three ramp up neighborhoods during ramp up time

There was no Public Comment.

VI. Work Order of an Amount Not to Exceed \$500,000 to the Department of Human Services for a Joint RFP for Family Support Services in the Bayview/Hunter's Point Neighborhood

Commissioner Lopez recused herself from discussion of this item, stating that she is a paid employee of the Department of Children, Youth and Their Families.

Commissioner Polk moved that the language of the RFP be adopted as presented. Commissioner Weisberg seconded the motion.

There was no Public Comment.

The motion carried.

VI. Discussion of Sustainability Issues for the Commission

This item was deferred.

There was no Public Comment.

VII. The Move

VII. Adjournment

The meeting adjourned at 4:41pm.

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Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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Coleman Advocates for Youth
Lucy Grain, M.D., M.P.H., FAAP, Clinical Professor
UCSF Department of Pediatrics
Chris Daly, Supervisor
San Francisco Board of Supervisors
Brenda Lopez, Director
Department of Children, Youth & Their Families
Virginia Smyly, Deputy Director
Department of Public Health
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BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, January 1, 2002³

4:00 - 5:00 pm

City Hall Room 412

MEETING CANCELLED

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11/28/2023

MEMORANDUM FOR THE RECORD
SUBJECT: [Illegible]
DATE: 11/28/2023
BY: [Illegible]

MEETING
CANCELLED

Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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BUDGET COMMITTEE SPECIAL MEETING AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Monday, January 6, 2002

4:00 - 5:00 pm

1390 Market Street Suite 318

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- I. Roll Call *
- II. Discussion and Possible Action Regarding Language for RFP 12 School Readiness Initiative [DISCUSSION AND POSSIBLE LANGUAGE]
- III. Adjournment

*Public comment will be taken during each item on the agenda.

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BUREAU OF LAND MANAGEMENT

WATER RIGHTS APPLICATION

Applicant: [Name] [Address] [City] [State] [Zip]

Project Name: [Name]

Project Number: [Number]

Project Location: [Location]

Project Description: [Description]

Project Details: [Detailed description of the project, including the location, the nature of the project, and the proposed water rights. This section typically contains several paragraphs of text.

Project Status: [Status]

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Monday, January 6, 2003, 1390 Market Street Suite 318, San Francisco, CA. The meeting was called to order at 4:09pm.

I. Roll Call

The following members were present: Ray Weisberg, Brenda Lopez

II. Discussion and Possible Action Regarding Language for RFP 12 School Readiness Initiative

Discussion Points:

- How homevisiting will assist families
- School Readiness Team Leaders salary discussion/negotiate equally across all agencies
- Parent Workshops: how will they be new, e.g. asthma, tobacco cessation? Team Leaders must plan something new.
- Evaluation: agencies are not requested to evaluate themselves; there is no additional funding for evaluation

There was no Public Comment.

Commissioner Lopez moved that the language of the RFP be accepted as presented. Commissioner Weisberg seconded the motion.

There was no Public Comment.

The motion carried.

VII. Adjournment

The meeting adjourned at 4:32pm.

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Coleman Advocates for Youth
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Virginia Smyly, Deputy Director
Department of Public Health
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Raymond Weisberg, M.D., Board of Directors
American Cancer Society

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, January 8, 2002³

4:00 – 5:00 pm

1390 Market Street Suite 318

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- I. Roll Call *
- II. Discussion and Possible Action Regarding Language for RFP 11 School Readiness Initiative [DISCUSSION AND POSSIBLE LANGUAGE]
- III. Adjournment

*Public comment will be taken during each item on the agenda.

For More Information, contact: San Francisco Children and Families Commission, 1390 Market Street, Suite 318, San Francisco, CA 94102, 415.934.4849 or sfcdc@dcyf.org.

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Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
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Coleman Advocates for Youth

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BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, February 5, 2003

4:00 – 5:00 pm

THIS MEETING HAS BEEN CANCELLED.

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BUDGET COMMITTEE SPECIAL MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION
Thursday, February 20, 2003

4:00 - 5:00 pm
1390 Market Street Suite 318
San Francisco

- I. Roll Call *
- II. Review and Approval of December 4, 2002 and January 6, 2003 minutes [ACTION]
- III. Quarterly Budget Review [DISCUSSION]
[Commissioners provided with the following reports and information: Mid Year Review]
- IV. Discussion and Possible Action to Approve the Budget for Fiscal Year 2003-2004
[Commissioners provided with the following reports and information: 2003-2004 Budget Coversheet, 2002-2003 Administrative Budget, 2002-2003 Parent ACTION Grants Budget, 2002-2003 School Readiness Implementation Budget]
- V. Adjournment

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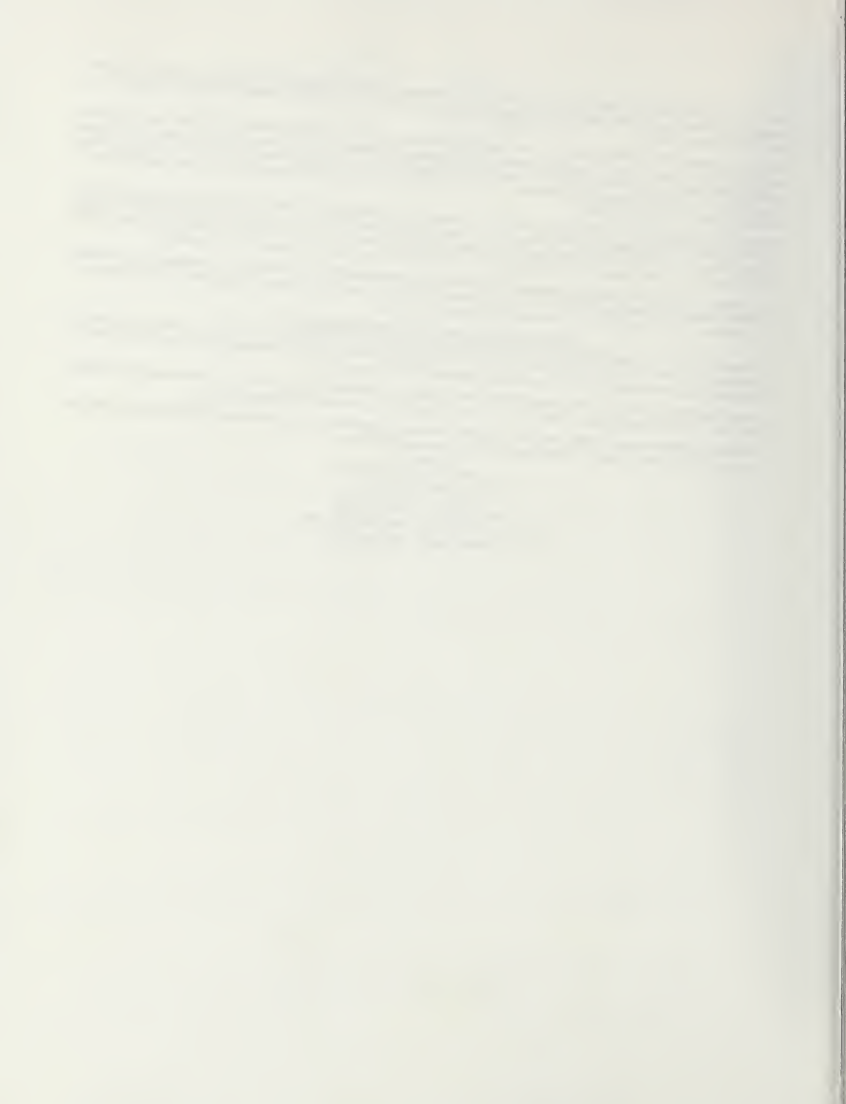
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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Thursday, February 20, 2003, 1390 Market Street Suite 318, San Francisco, CA. The meeting was called to order at 4:16pm.

I. Roll Call

The following members were present: Ray Weisberg, Cheryl Polk

II. Review and Approval of December 4, 2002 and January 6, 2003 minutes

Commissioner Polk moved that the minutes be approved as presented. Commissioner Weisberg seconded the motion.

There was no Public Comment.

The motion carried.

III. Quarterly Budget Review

IV. Discussion and Possible Action to Approve the Budget for Fiscal Year 2003-2004

Commissioner Polk moved to accept the budget as presented. Commissioner Weisberg seconded the motion.

There was no Public Comment.

The motion carried.

V. Adjournment

The meeting adjourned at 4:40pm.

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BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, March 5, 2003

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

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- I. Roll Call *
 - II. Review and Approval of February 20, 2003 minutes [ACTION]
 - III. Overview of Long Term Budgeting [DISCUSSION]
 - IV. Approve an Amount Not to Exceed \$2,084,000 for Years 2003-2007 for San Francisco Children and Families Commission Matching Funds for the School Readiness Initiative [DISCUSSION AND POSSIBLE ACTION]
- [Commissioners provided with the following reports and information: February 5 coversheet: sri approval of county funds.]
- V. Approve an Amount Not to Exceed \$272,000 for Years 2003-2007 to the San Francisco Unified School District (SFUSD) to Implement and Administer Two Programs – K.I.T. Camp and HIPPIY - at School Readiness Initiative Sites and Neighborhoods [DISCUSSION AND POSSIBLE ACTION ITEM]
- [Commissioners provided with the following reports and information: SFUSD Project Narrative, Accountability Worksheet, Budget & Budget Narrative.]
- VI. Approve a Sole-Source Grant to Asian Perinatal Advocates (APA) to Provide Outreach and Support Services to Monolingual and Bilingual Asian-Pacific-Islander (API) Families Enrolled at School Readiness Initiative Sites. The Amount of the Grant will not exceed \$171,200 for Years 2003-2007 [DISCUSSION AND POSSIBLE ACTION ITEM]
- [Commissioners provided with the following reports and information: Asian Perinatal Advocates' Project Narrative, Accountability Worksheet, Budget & Budget Narrative.]

- VII. Approval of RFQ #13 - School Readiness Initiative (SRI) - School Readiness Team Leaders. This RFQ seeks to fund school readiness activities in Potrero Hill and Starr King ES. Grant term total: \$356,000 over four years (2003-2007) [DISCUSSION AND POSSIBLE ACTION]

[Commissioners provided with the following reports and information: Draft of Scope of services and Grant Term of RFQ 13]

- VIII. Approval of RFQ #14 - School Readiness Initiative (SRI) - School Readiness Team Leaders. This RFQ seeks to fund school readiness activities in the Western Addition and two elementary schools - Golden Gate ES and John Muir ES. Grant term total: \$712,000 over four years (2003-2007) [DISCUSSION AND POSSIBLE ACTION]

[Commissioners provided with the following reports and information: Draft of Scope of services and Grant Term of RFQ 14]

- IX. Approval of RFQ #15 - School Readiness Initiative (SRI) - Home Visiting Coordinators. This RFQ seeks to fund school readiness activities to provide home visits and outreach to monolingual and bilingual Spanish-speaking kindergarten families. Grant term total: \$246,200 over four years (2003-2007) [DISCUSSION AND POSSIBLE ACTION]

[Commissioners provided with the following reports and information: Draft of Scope of services and Grant Term of RFQ 15]

- X. Review of the Civic Engagement Project Year 4 Application [DISCUSSION]

[Commissioners provided with the following reports and information: CEP Application Coversheet and Civic Engagement Y4 Grant Proposal]

- XI. Adjournment

*Public comment will be taken during each item

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, March 5, 2003, City Hall, One Dr Carlton B Goodlett Place, Conference Room 421, San Francisco, CA. The meeting was called to order at 4:12pm.

I. Roll Call

The following members were present: Ray Weisberg, Cheryl Polk

II. Review and Approval of February 20, 2003 minutes

*Commissioner Polk moved that the minutes be approved as presented.
Commissioner Weisberg seconded the motion.*

There was no Public Comment.

The motion carried.

III. Overview of Long Term Budgeting

This item was deferred by the Chair.

IV. Approve an Amount Not to Exceed \$2,084,000 for Years 2003-2007 for San Francisco Children and Families Commission Matching Funds for the School Readiness Initiative

Discussion Points

- State funds would be allocated first, i.e. funds would not be used equally throughout
- Funds are encumbered at the onset of the project

*Commissioner Polk moved to accept the allocation of funds as presented.
Commissioner Weisberg seconded the motion.*

There was no Public Comment.

The motion carried.

V. Approve an Amount Not to Exceed \$272,000 for Years 2003-2007 to the San Francisco Unified School District (SFUSD) to Implement and Administer Two Programs – K.I.T. Camp and HIPPIY - at School Readiness Initiative Sites and Neighborhoods

Camilo Otero, School Readiness Coordinator, reported that the first camp will be two weeks prior to school's start, mid-August. Camp will be held during Summer School; there will be on camp per designated school.

*Commissioner Polk moved to accept the allocation of funds as presented.
Commissioner Weisberg seconded the motion.*

There was no Public Comment.

The motion carried.

VI. Approve a Sole-Source Grant to Asian Perinatal Advocates (APA) to Provide Outreach and Support Services to Monolingual and Bilingual Asian-Pacific-Islander (API) Families Enrolled at School Readiness Initiative Sites. The Amount of the Grant will not exceed \$171,200 for Years 2003-2007

Discussion Points

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- Solicitation process needs to be clearly defined and described: Show all research as to why this agency received the grant, i.e. create a Solicitation Report that documents the process.
- Program includes home visits; a family may have subsequent visits focusing on the need to link families with city and county services
- CBOs will partner with the neighborhood schools
 - 1 CBO per neighborhood
 - the staff created the budget
 - 20 hours/week throughout the year for the duration of the 4 year contract
 - 9 deliverables in APA submitted budget
- Consideration of the cultural needs of the children and families

Commissioner Polk moved to accept the allocation of funds as presented. Commissioner Weisberg seconded the motion.

There was no Public Comment.

The motion carried.

VII. Approval of RFQ #13 - School Readiness Initiative (SRI) – School Readiness Team Leaders. This RFQ seeks to fund school readiness activities in Potrero Hill and Starr King ES. Grant term total: \$356,000 over four years (2003-2007)

Discussion Points

- A more aggressive outreach is needed to produce a stronger response
- School district needs to help
- Move Bidders' Conference into the communities (for all three proposals)

Commissioner Polk moved to accept RFQ #13 as presented. Commissioner Weisberg seconded the motion.

There was no Public Comment.

The motion carried.

VIII. Approval of RFQ #14 - School Readiness Initiative (SRI) – School Readiness Team Leaders. This RFQ seeks to fund school readiness activities in the Western Addition and two elementary schools – Golden Gate ES and John Muir ES. Grant term total: \$712,000 over four years (2003-2007)

Discussion Points

- Same issues as previous item apply
- 2 Team Leaders support 2 schools
- \$350,000 for full services that hold constant across the years

Commissioner Polk moved to accept RFQ #14 as presented. Commissioner Weisberg seconded the motion.

There was no Public Comment.

The motion carried.

- IX. **Approval of RFQ #15 - School Readiness Initiative (SRI) – Home Visiting Coordinators.** This RFQ seeks to fund school readiness activities to provide home visits and outreach to monolingual and bilingual Spanish-speaking kindergarten families. Grant term total: \$246,200 over four years (2003-2007)

Discussion Points

- More targeted outreach
- Based on number of Spanish speaking families citywide

Commissioner Polk moved to accept RFQ#15 as presented. Commissioner Weisberg seconded the motion.

There was no Public Comment.

The motion carried.

- X. **Review of the Civic Engagement Project Year 4 Application**

Commissioner Polk recused herself from discussion stating that she is a paid employee of Miriam and Peter Haas Fund, a agency that funds the Civic Engagement Project.

This item was deferred to the May calendar.

- XI **Adjournment**

The meeting adjourned at 5:08pm.

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 Cheryl Polk, Ph.D., Commission Chair
 Executive Director, Miriam and Peter Haas Fund
 01/04 Michele Rutherford, Commission Vice Chair
 7/03 Program Manager, Child Care Policy & Planning
 Department of Human Services



COMMISSIONERS
 Margaret Brodtkin, Executive Director
 Coleman Advocates for Youth
 Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor
 UCSF Department of Pediatrics
 Chris Daly, Supervisor
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 Department of Public Health
 Community Health Promotion & Prevention Branch
 Raymond Weisberg, M.D., Board of Directors
 American Cancer Society
 Norman Yee, Program Officer for Education
 San Francisco Foundation

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, May 7, 2003

4:00 - 5:00 pm

This meeting has been cancelled.

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Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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Raymond Weisberg, M.D., Board of Directors
American Cancer Society
Norman Yee, Consultant

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, June 4, 2003

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

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This meeting has been cancelled.



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Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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Department of Public Health
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Raymond Weisberg, M.D., Board of Directors
American Cancer Society
Norman Yee, Consultant

≡ BUDGET COMMITTEE MEETING

≡ AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, July 2, 2003

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

This meeting has been cancelled.

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Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



COMMISSIONERS

Margaret Brodtkin, Executive Director
Coleman Advocates for Youth

Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor
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San Francisco Board of Supervisors

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Department of Public Health

Community Health Promotion & Prevention Branch

Raymond Weisberg, M.D., Board of Directors
American Cancer Society

Norman Yee, Consultant



BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, August 6, 2003

4:00 - 5:00 pm

City Hall

Conference Room 421
San Francisco

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- I. Roll Call *
- II. Review and Approval of March 5, 2003 Minutes [ACTION]
- III. Approve Allocating \$5000 for Website Upgrade, Repair and Design [DISCUSSION AND POSSIBLE ACTION]
- IV. Approve an Amount Not to Exceed \$35,000 (Year 1: 2003 - 2004) and \$35,000 (Year 2: 2004 - 2005) an Amendment to the City Contract with Desktop Products, Inc., for the Contract Management System Designed by CitySpan Technologies [DISCUSSION AND POSSIBLE ACTION]
[Commissioners provided with the following reports and information: Item IV Coversheet]
- V. Approve an Amount Not to Exceed \$150,000 for FY 2003-2004 to the Children's Council to Support the License-Exempt Training Program [DISCUSSION AND POSSIBLE ACTION]
[Commissioners provided with the following reports and information: Item V Coversheet]
- VI. Approve an Amount Not to Exceed \$250,000 for Year 2003-2004 to the Community Initiative Funds for Parent ACTION Grants Year 3 [DISCUSSION AND POSSIBLE ACTION]
[Commissioners provided with the following reports and information: Item VI Coversheet]
- VII. Expansion of School Readiness Initiative Funds [DISCUSSION AND POSSIBLE ACTION]
[Commissioners provided with the following reports and information: Item V Cover Sheet]
- VIII. Approve an Amount Not to Exceed \$8000 for the Child Care Inclusion Project to Support Their Action Plan Process [DISCUSSION AND POSSIBLE ACTION]
- IX. Adjournment



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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, August 6, 2003, City Hall, One Dr Carlton B Goodlett Place, Conference Room 421, San Francisco, CA. The meeting was called to order at 4:06pm.

I. **Roll Call**

The following members were present: Ray Weisberg, Cheryl Polk, Norman Yee

II. **Review and Approval of March 5, 2003 minutes**

The minutes were approved as presented.

There was no Public Comment.

III. **Approve Allocating \$5000 for Website Upgrade, Repair and Design**

*Commissioner Polk moved to accept the allocation of funds as presented.
Commissioner Yee seconded the motion.*

There was no Public Comment.

The motion carried.

IV. **Approve an Amount Not to Exceed \$35,000 (Year 1: 2003 - 2004) and \$35,000 (Year 2: 2004 - 2005) an Amendment to the City Contract with Desktop Products, Inc., for the Contract Management System Designed by CitySpan Technologies**

*Commissioner Polk moved to accept the allocation of funds as presented.
Commissioner Yee seconded the motion.*

There was no Public Comment.

The motion carried.

V. **Approve an Amount Not to Exceed \$150,000 for FY 2003-2004 to the Children's Council to Support the License-Exempt Training Program**

Randall Stewart and Jans Wan, Children's Council of San Francisco, presented to the committee.

Discussion Points

- Program provides classes to constituency
- First Year: outreach by phone and mail
- Second and Third Year: mass media outreach, e.g. Cameron House radio station
- Over 600 class attendees over two years
- Appreciation nights for graduates
- Must collaborate with CBOs and offer satellite classes in neighborhoods

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Commissioner Polk moved to accept the allocation of funds as presented. Commissioner Yee seconded the motion.

There was no Public Comment.

The motion carried.

VI. **Approve an Amount Not to Exceed \$215,000 for Year 2003-2004 to the Community Initiative Funds for Parent ACTION Grants Year 3**

Commissioner Yee moved to accept the allocation of funds as presented. Commissioner Polk seconded the motion.

There was no Public Comment.

The motion carried.

VII. **Expansion of School Readiness Initiative Funds**

Commissioner Polk extended congratulations to Mr Camilo Otero, School Readiness Coordinator, for all his hard work piloting this program.

Discussion Points

- Expansion to South of Market and Excelsior districts, Cleveland and Bessie Carmichael Elementary Schools
- matching funds are fully committed by the state commission

Commissioner Yee moved to accept the expansion as presented. Commissioner Polk seconded the motion.

There was no Public Comment.

The motion carried.

VIII. **Approve an Amount Not to Exceed \$8000 for the Child Care Inclusion Project to Support Their Action Plan Process**

This item was tabled by the chair.

IX. **Adjournment**

The meeting adjourned at 4:43pm.

Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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≡ BUDGET COMMITTEE MEETING

≡ AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, September 3, 2003

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

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- I. Roll Call *
- II. Review and Approval of August 6, 2003 Minutes [ACTION]
- III. Approve a Grant to Child Care Providers Association for an Amount Not to Exceed \$45,000 for Year One of the Three Year Contract with Wu Yee Children's Services as the Fiscal Agent [DISCUSSION AND POSSIBLE ACTION]
- IV. Approve a Grant to Edgewood Center for Children and Families for an Amount Not to Exceed \$350,000 for the Parent Ambassadors Program [DISCUSSION AND POSSIBLE ACTION ITEM]
- V. Homevisiting Program Report [DISCUSSION]
- VI. Adjournment

***Public comment will be taken during each item**

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, September 3, 2003 City Hall, One Dr Carlton B Goodlett Place, Conference Room 421, San Francisco, CA. The meeting was called to order at 4:04pm.

I. Roll Call

The following members were present: Ray Weisberg, Nani Coloretti, Cheryl Polk, Norman Yee

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II. Review and Approval of August 6, 2003 minutes

The minutes were approved as presented.

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There was no Public Comment.

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III. Approve a Grant to Child Care Providers Association for an Amount Not to Exceed \$45,000 for Year One of the Three Year Contract with Wu Yee Children's Services as the Fiscal Agent

Maira Kenney, Executive Director, presented the history to the committee. RFP 03 Technical and Peer Support was to create a place to work on teacher's issues. One proposal was received, therefore negotiation with Rosie Kennedy, Director, Child Care Providers Association, addressed issues raised by the review panel. With the current scope of work the grant amount is sufficient.

Commissioner Polk moved to accept the allocation of funds as presented, with the caveat that staff will review adequacy of funding. Commissioner Yee seconded the motion.

There was no Public Comment.

The motion carried.

IV. Approve a Grant to Edgewood Center for Children and Families for an Amount Not to Exceed \$350,000 for the Parent Ambassadors Program

Discussion Points

- Edgewood Center for Children and Families and Asian Perinatal Advocates proposes a six-month planning and development period for placement of Parent Ambassadors
- Up to four neighborhoods will be served by the end of the first year
 - Third month – 1 placed at Excelsior site
 - Sixth month – phased into South of Market, Mission and Tenderloin neighborhoods
 - As the project grows, more neighborhoods will be added
 - Each neighborhood will be staffed by two Parent Ambassadors working ten hours/week: eight direct service and two hours for training, record keeping and supervision

- A training curriculum to support Parent Ambassadors will be developed and implemented
- Evaluation done throughout first year
- It is a pilot program and has a one-year budget for startup.
- Due to program requirements full time personnel are shared with Asian Perinatal Advocates
- After startup, infrastructure must remain stable over the three-year contract.
- Program Oversight Team, which will provide input into the implementation of the project includes commission staff and a Civic Engagement Advisory Committee member.

Commissioner Yee moved to accept the allocation of funds as presented. Commissioner Coloretti seconded the motion.

There was no Public Comment.

The motion carried.

V. Homevisiting Program Report

Derik Aoki, Senior Program Officer presented the report. He noted that the Department of Public Health Maternal and Child Health Section requested the Commission augment contracts with grantee's, Asian Perinatal Advocates, Homeless Prenatal Program and Instituto Familiar de la Raza, contracts through these funds. This will allow the implementation of the community health work component of the universal homevisiting project without a lengthy contract approval process.

Staff will continue oversight.

There was no Public Comment.

VI. **Adjournment**

The meeting adjourned at 4:52pm.

Charyl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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CHILDREN AND FAMILIES COMMISSION

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Nani Coloretto, Director of Policy, Planning and Budget
Department of Children, Youth & Their Families

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BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, October 1, 2003

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

- I. Roll Call *
- II. Review and Approval of September 3, 2003 Minutes [ACTION]
- III. Presentation of the Annual Report [DISCUSSION]
- IV. Presentation of Audit Findings [DISCUSSION]
- V. Discussion of the Change in the Contract with Asian Women's Resource Center to Work Order \$14,000 to Department of Public Health Community Behavioral Health Services for Mental Health Consultation Services [DISCUSSION]
- VI. Adjournment



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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, October 1, 2003 City Hall, One Dr Carlton B Goodlett Place, Conference Room 421, San Francisco, CA. The meeting was called to order at 4:04pm.

I. Roll Call

The following members were present: Ray Weisberg, Nani Coloretti, Cheryl Polk, Norman Yee

II. Review and Approval of September 3, 2003 minutes

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The minutes were approved as presented.

SEP 18 2007

There was no Public Comment.

III. Presentation of the Annual Report

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Moir Kenney, Executive Director, presented the Annual Report, noting that the full report would come back to the counties in January. There are three sections: narrative (focusing on Family Support this year), revenues and expenditures and priority outcomes and indicators. Client level data, not required this year, will be required next year. Data will include extensive intake on core participants on subjects such as family income and practices. The commission will select priority outcomes in four indicators

There was no Public Comment.

IV. Presentation of the Audit Findings

Elisa Sullivan, Audit Manager, Office of the Controller, presented the audit findings to the committee, which includes a standard opinion letter, combined balance sheet, revenues and expenditures sheet and a management letter. The audit found that revenues are decreasing and expenditures are increasing.

The loss of investment is a paper loss due to a decrease in the value of bonds, i.e., interest rate change. The recommendations of the prior management letter have been met.

Derik Aoki, Senior Program Officer, reported that staff are beginning to receive invoices from city departments that itemize by subcontractor, which are reviewed for sign-off. A best practice procedure has changed behavior to create better invoicing. This should be a requirement in the MOU. Dr Kenney noted that there will be a fuller accounting at a future Budget Committee meeting.

Program and fiscal site visits are being developed for protocol and calendar, e.g. the first year of a contract will receive three site visits, one or two the following year (one scheduled and one drop-in). Commissioner Coloretti noted that a tiered level of visits according to level of funding could be implemented. Staff will meet with DCYF staff regarding joint site visits.

There was no Public Comment.

V. **Discussion of the Change in the Contract with Asian Women's Resource Center to Work Order \$14,000 to Department of Public Health Community Behavioral Health Services for Mental Health Consultation Services**

Staff reported that the change in this contract allows for a less lengthy and complicated billing process that allows the Asian Women's Resource Center to offer the same services as described in the original contract. As the MOU states DPH Child, Youth and Family System of Care will participate in the SFCFC evaluation and reporting activities.

There was no Public Comment.

VI. **Adjournment**

The meeting adjourned at 4:57pm.

Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michelle Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



COMMISSIONERS:

Margaret Brodtkin, Executive Director
Coleman Advocates for Youth

Nani Coloretti, Director of Policy, Planning and Budget
Department of Children, Youth & Their Families

Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor
UCSF Department of Pediatrics

Chris Daly, Supervisor
San Francisco Board of Supervisors

Virginia Smyly, Deputy Director
Department of Public Health

Community Health Promotion & Prevention Branch

Raymond Welsberg, M.D., Board of Directors
American Cancer Society

Norman Yee, Consultant

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, November 5, 2003

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

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I. Roll Call *

10-31-03A11:05 RCVD

II. Review and Approval of October 1, 2003 Minutes [ACTION]

III. Quarterly Report Review [DISCUSSION]

IV. Analysis of Administrative Cost for Grantees [DISCUSSION AND POSSIBLE ACTION]

V. Review of School Readiness Proposals for Excelsior and South of Market [DISCUSSION AND POSSIBLE ACTION]

VI. Review of Staffing Needs and Use of Short-Term Consultants [DISCUSSION AND POSSIBLE ACTION]

VII. Adjournment

ETC 129

-1241

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part outlines the various methods and tools used to collect and analyze data. It mentions the use of surveys, interviews, and focus groups to gather information from stakeholders. Additionally, it discusses the application of statistical software to process and interpret the collected data.

3. The third part describes the results of the data analysis. It highlights the key findings and trends observed, such as the increasing demand for certain services and the declining interest in others. These insights are used to inform strategic decisions and guide the organization's future direction.

4. The fourth part provides a detailed breakdown of the financial performance. It includes a comparison of actual results against the budget and identifies areas where costs were exceeded or savings were realized. This section is crucial for understanding the organization's financial health and identifying opportunities for improvement.

5. The fifth part discusses the overall impact of the project and the lessons learned. It reflects on the challenges faced during the implementation phase and the strategies used to overcome them. This section serves as a valuable resource for future projects and helps to build organizational knowledge.

6. The final part of the document concludes with a summary of the key points and a call to action. It encourages all team members to continue their commitment to excellence and to work together to achieve the organization's long-term goals.

BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, November 5, 2003 City Hall, One Dr Carlton B Goodlett Place, Conference Room 421, San Francisco, CA. The meeting was called to order at 4:15pm.

I. Roll Call

The following members were present: Ray Weisberg, Nani Coloretti, Norman Yee

II. Review and Approval of October 1, 2003 minutes

The minutes were approved as presented.

There was no Public Comment.

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III. Quarterly Report Review [Discussion]

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Commissioners had specific recommendations regarding the format of the presented report. Projection models were presented to describe the Commission's future revenues. The models will be used by the Budget Committee to set spending parameters and allocations to guide the recommendations of the Strategic Planning Advisory Committee.

IV. Analysis of Administrative Costs for Grantees

Staff presented an analysis of administrative cost expenditures within Commission grants. The analysis reveals a wide range of expenditures on administrative costs and that these costs appear in many different ways in grant budgets. Staff assured the Committee that each grant's administrative costs and productivity are evaluated prior to submission for approval to Commissioners.

V. Review of School Readiness Proposals for Excelsior and South of Market

The proposals for school readiness activities in the Excelsior and South of Market neighborhoods were reviewed and discussed by the committee.

VI. Review of staffing needs and use of short-term consultants

VII. Adjournment

The Committee adjourned at 5:07 p.m.



Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



COMMISSIONERS

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Department of Children, Youth & Their Families
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Community Health Promotion & Prevention Branch
Raymond Weisberg, M.D., Board of Directors
American Cancer Society
Norman Yee, Consultant



FIRST 5
SAN FRANCISCO

CHILDREN AND FAMILIES COMMISSION

BUDGET COMMITTEE MEETING

AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, December 3, 2003

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

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11-26-03P02:40 RCVD

- I. Roll Call *
- II. Universal Home Visiting Program Update [DISCUSSION AND POSSIBLE ACTION]
- III. Discussion of State and Local First 5 Revenues Forecast and Implications for Strategic Planning [DISCUSSION AND POSSIBLE ACTION]
- IV. Adjournment

LETTER

1871

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, December 3, 2003 City Hall, One Dr Carlton B Goodlett Place, Conference Room 421, San Francisco, CA. The meeting was called to order at 4:12pm.

I. **Roll Call**

The following members were present: Ray Weisberg, Cheryl Polk, Norman Yee

II. **Universal Home Visiting Program Update**

This item was deferred to a future agenda.

There was no Public Comment.

III. **Discussion of State and Local First 5 Revenues Forecast and Implications for Strategic Planning**

Moir Kenney presented an overview of the current funding commitments as well as an overview of the revenue projections. Commissioner Polk requested a revision of the forecast using a three-year average of the revenue declines. Commissioner Polk also requested that staff prepare a 6-month contingency plan for ending grants. Commissioner Yee requested additional clarification on the Administrative expenses. The Committee agreed to continue to discuss the revenues forecast in preparation for a decision regarding future spending levels. The Committee agreed that the revenues projections should be placed on the Full Commission agenda in January.

There was no Public Comment.

IV. **Adjournment**

The meeting adjourned at 5:00pm.

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Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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DEC 24 2003

BUDGET COMMITTEE MEETING

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AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, January 7, 2004

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

12-24-03 P03:01 RCVD

- I. Roll Call *
- II. Review and Approval of December 3, 2003 Minutes [DISCUSSION AND POSSIBLE ACTION]
- III. Universal Home Visiting Program Update [DISCUSSION AND POSSIBLE ACTION]
- IV. Review of Revenues Forecast and 2004/2005 Expenditures [DISCUSSION AND POSSIBLE ACTION]
- V. Review of One-Time Funding Awards made by Executive Director [DISCUSSION AND POSSIBLE ACTION]
- VI. Review of Budget Meeting Calendar 2004 [DISCUSSION AND POSSIBLE ACTION]
- VII. Adjournment



1100



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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

The members of the Budget Committee convened for a meeting held Wednesday, January 7, 2004 City Hall, One Dr Carlton B Goodlett Place, Conference Room 421, San Francisco, CA. The meeting was called to order at 4:07 p.m.

I. **Roll Call**

The following members were present: Ray Weisberg, Nani Coloretti, Cheryl Polk, Norman Yee

II. **Review and Approval of December 3, 2003 Minutes**

The minutes were approved as presented.

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III. **Universal Home Visiting Program Update**

This item was deferred to the full Commission meeting.

SEP 18 2007

There was no Public Comment.

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IV. **Review of Revenue Forecast and 2004/2005 Expenditures**

An updated revenue forecast was presented based on state Commission budget models. The new forecast reflects the Board of Equalization's current policy to accept LOA tobacco tax models and backfill recommendations. The revenue model does not account for the possibility of new taxes on tobacco products, which could reduce Prop. 10 revenues.

Two models for expenditure were presented. Conversation focused on amending Scenario Two – Expenses Stepped Down to \$8M through FY07/08. The Committee requested amendment to the model and presentation of revisions at its next meeting.

The Committee affirmed:

- Stepping down expenses is important to reflect the revenue resources of the Commission and lower expectations of future spending levels.
- Budgeting the same amount across budget years facilitates planning.

The Committee requested:

- Smoothing the step downs from current funding levels – moving expenditures to more current years from future years and recapturing unexpended grant funds.
- Consideration of one time grants/investments.

There was no Public Comment.

V. **Review of One-Time Funding Awards made by Executive Director**

The Committee considered the hiring of consultants as staffing, rather than one-time only awards. As such, the only one-time awards counted thus far against the annual limit are the \$8,000 award to the Child Care Inclusion Project and the \$5,000 award to Safe Start.

There was no Public Comment.

VI. **Adjournment**

The meeting adjourned at 4:50 p.m.

Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



FIRST 5
SAN FRANCISCO

CHILDREN AND FAMILIES COMMISSION

COMMISSIONERS

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JAN 29 2004

BUDGET COMMITTEE MEETING

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AGENDA

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, February 4, 2004

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

- I. Roll Call *
- II. Review and Approval of January 7, 2004 minutes [DISCUSSION AND POSSIBLE ACTION]
- III. Review of Revenues Forecast [DISCUSSION AND POSSIBLE ACTION]
- IV. Review of Draft Administrative Budget for FY2004/2005 [DISCUSSION AND POSSIBLE ACTION]
- V. Adjournment



***Public comment will be taken during each item**

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Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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Norman Yee, Consultant



BUDGET COMMITTEE MEETING

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, March 3, 2004

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

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- I. Roll Call *
- II. Review and Approval of February 4, 2004 minutes [DISCUSSION AND POSSIBLE ACTION]
- III. Discussion and Possible Action to Approve Allocation of Funds In the Amount of \$1.1 Million for Early Care Initiatives [DISCUSSION AND POSSIBLE ACTION]
- IV. Update on Universal Home Visiting Pilot Project [DISCUSSION AND POSSIBLE ACTION]
- V. Adjournment

***Public comment will be taken during each item**

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

MARCH 3, 2004

The members of the Budget Committee convened for a meeting held Wednesday, March 3, 2004 City Hall, One Dr Carlton B Goodlett Place, Conference Room 421, San Francisco, CA.

I. Roll Call

The following members were present: Ray Weisberg, Nani Coloretti, Cheryl Polk, Norman Yee

II. Review and Approval of February 4, 2004 Minutes

Approval of the minutes was deferred to a future meeting.

III. Discussion and Possible Action to Approve Allocation of Funds In the Amount of \$1.1 Million for Early Care Initiatives

A proposal for expenditure of unspent funds from the Bright Beginnings project was reviewed and discussed. The proposed expenditures are designed to continue the quality enhancement and financial support impacts of the Bright Beginnings project. The proposal breaks out several individual projects and budgets to target quality enhancement efforts and financial support to ECE providers.

The proposed expenditure is a bridging strategy to ensure continued financial support of ECE providers while the strategic plan is finalized. The funds expended by the proposal have previously been allocated and are not new funds.

The funding and projects would be implemented through a competitive bidding process. The proposed programs are tentative and conceptual.

It was moved, seconded, and approved:

That two motions be presented at the regular Commission meeting regarding these funds: First, The \$1.1 million unexpended from the Bright Beginnings project be expended. Second, The \$1.1 million be expended in accordance with the outlined project proposal provided the Budget Committee review RFP materials.

The Committee reserved final approval of RFP materials partially dependent upon confirmation of the matching funds described in the proposal.

The Committee recalled that it was the intention that the Bright Beginnings project eventually merge with larger quality assessment efforts in the city.

There was no Public Comment.

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IV. **Update on Universal Home Visiting Pilot Project**

■

The Committee reviewed the status of deliverables for the Universal Newborn Home Visiting Pilot Project. Based on this review, it was moved, seconded, and approved:

That a review of the continued funding of the home visiting project be placed on the April agenda of the Regular Commission meeting.

There was no Public Comment.

V. **Adjournment**

The meeting adjourned at 5:07 p.m.

Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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BUDGET COMMITTEE MEETING

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

DOCUMENTS DEPT.

Wednesday, April 7, 2004

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

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I. Roll Call *

II. Review and Approval of March 3, 2004 minutes [DISCUSSION AND POSSIBLE ACTION]

III. Discussion and Possible Action Regarding FY 2004/2005 Budget [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Budget Overview for FY2004/2005]

IV. Update on PFA Planning Process Costs [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: PFA Planning Process Budget DRAFT]

V. Discussion and Possible Action Regarding the Language for RFQ/RFP for Early Care and Education Services [DISCUSSION AND POSSIBLE ACTION]

VI. Update on Universal Home Visiting Pilot Project [DISCUSSION]

VII. Adjournment

***Public comment will be taken during each item**

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

APRIL 7, 2004

The members of the Budget Committee convened for a meeting held Wednesday, April 7, 2004 City Hall, One Dr Carlton B Goodlett Place, Conference Room 421, San Francisco, CA.

I. Roll Call

The following members were present: Ray Weisberg, Nani Coloretti, Cheryl Polk, Norman Yee.

II. Review and Approval of March 3, 2004 Minutes

The minutes were approved as presented.

III. Discussion and Possible Action Regarding FY 2004/2005 Budget

A proposal for a one-year extension of funding for programs with grants ending in June 2004 was reviewed and discussed. The proposed \$2.4 million expenditure will allow the programs to continue without interruption while the Commission's strategic plan is finalized.

It was moved, seconded, and approved:

That a motion be presented to the full Commission at the May meeting to approve the one-year \$2.4 million funding extension for programs with grants ending on June 2004.

It was agreed that the expenditure would be presented to the Commission as a complete funding package, not to considered each grant as individual spending decisions.

The 2004/05 Administrative and Program Support budgets were also reviewed and discussed by the Committee. The Committee will present the full organization budget for approval to the Commission at the May meeting.

The Committee requested:

- Changing the 2004/05 rent expense to remove the DCYF subsidy.
- Moving the evaluation expense line item from the Administrative Budget to the Program Support Budget.

There was no Public Comment.

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IV. Update on PFA Planning Process Costs

Over the summer, a Parent Survey, Census Analysis and ECE Census must be completed in order to prepare a thorough proposal for the Board of Supervisors by September 2004. At the May Committee meeting, Staff will present a budget for the hiring of two summer interns to complete this work. It was confirmed that the \$40,000 proposed DCYF funding match is secure, and Staff is currently working to secure the additional \$40,000 from Packard Foundation.

There was no Public Comment.

V. Discussion and Possible Action Regarding the Language for RFQ/RFP for Early Care and Education Services

The RFQ/RFP was reviewed and discussed by the Committee.

Public Comment: Renu Nanda from the Childcare Facilities Fund recommended that the role of the Advisory Committee (page 3 of the RFQ/RFP) be clarified.

The Committee requested:

- Having an outside party review the RFP for clarity and repetition.
- Clarifying the role of the Advisory Committee in the document.

It was moved, seconded, and approved:

To approve the RFQ/RFP as presented, with the above requests incorporated.

VI. Update on Universal Home Visiting Pilot Project

The item was deferred to a future Committee meeting.

There was no Public Comment.

VII. Adjournment

The meeting adjourned at 5:03 p.m.

Cheryl Polk, Ph.D., Commission Chair
Executive Director, Minam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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American Cancer Society

Norman Yee, Consultant

FIRST 5

SAN FRANCISCO

CHILDREN AND FAMILIES COMMISSION

BUDGET COMMITTEE MEETING

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, May 5, 2004

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

Agenda

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I. Roll Call *

II. Review and Approval of April 7, 2004 minutes [DISCUSSION AND POSSIBLE ACTION]

III. Presentation by Steve Kawa from the Mayor's Office and Noelle Simmons and Erin McGrath from the Mayor's Budget Office Regarding Healthy Kids [DISCUSSION AND POSSIBLE ACTION]
[Commissioners provided with the following information: FY 2004-05 Proposal to First Five San Francisco for Premium Support]

IV. Update on Information Previously Presented Regarding FY 2004/2005 Budget and PFA Planning Costs [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Budget Overview for FY2004/2005 and PFA Planning Process Costs]

V. Review of Third Quarter FY03/04 Financial Results [DISCUSSION] [Commissioners provided with the following information: Financial Results Through 3/31/04 DRAFT]

VI. Review of Budget Committee Action Calendar [DISCUSSION] [Commissioners provided with the following information: Full Commission and Budget Calendar DRAFT]

VII. Adjournment

***Public comment will be taken during each item**

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BUDGET COMMITTEE MINUTES

SPECIAL MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION AND BUDGET COMMITTEE

MAY 5, 2004

The members of the Budget Committee convened for a meeting held Wednesday, May 5 2004 City Hall, One Dr Carlton B Goodlett Place, Conference Room 421, San Francisco, CA.

I. Roll Call

The following members were present: Raymond Weisberg, Nani Coloretto, Cheryl Polk, Norman Yee, Ginger Smyly, Michelle Rutherford, Lucy Crain, and Margaret Brodtkin.

II. Review and Approval of April 7, 2004 Minutes

The minutes were approved as presented.

III. Presentation by Steve Kawa from the Mayor's Office and Noelle Simmons and Erin McGrath from the Mayor's Budget Office Regarding Healthy Kids

Steve Kawa gave an update on the current status of the Healthy Kids program and submitted a request to the Commission for \$1,017,282 for FY 2004/2005. The funding is anticipated to cover the entire projected premium cost for children ages 0-5 enrolled in the Healthy Kids Program for July 1, 2004 to June 30, 2005.

Commissioner Brodtkin moved to approve the \$1,017,282 in funding for the Healthy Kids program for 2004/05 and to work with DPH to secure funding for the program through the DPH budget in subsequent years.

Commissioner Crain seconded the motion.

There was no Public Comment.

The motion passed unanimously.

IV. Update on Information Previously Presented Regarding FY 2004/2005 Budget and PFA Planning Costs

This item was deferred to a future Committee meeting.

V. Review of Third Quarter FY03/04 Financial Results

This item was deferred to a future Committee meeting.

VI. Review of Budget Committee Action Calendar

The item was deferred to a future Committee meeting.

VII. Adjournment

The meeting adjourned at 5:10 p.m.

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Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
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FIRST 5

SAN FRANCISCO

CHILDREN AND FAMILIES COMMISSION

BUDGET COMMITTEE MEETING

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, June 2, 2004

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

ENTRANCE

JUN 28 2004

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- I. Roll Call *
- II. Review and Approval of May 5, 2004 minutes [DISCUSSION AND POSSIBLE ACTION]
- III. Update on Universal Home Visiting Pilot Project [DISCUSSION]
- IV. Review of Harder and Company Proposal [DISCUSSION] [Commissioners provided with the following information: Year Two Scope of Work and Budget from Harder+Company]
- V. Review of Sole Source Contract process for MDAC [DISCUSSION]
- VI. Review of Budget Committee Calendar [DISCUSSION] [Commissioners provided with the following information: Budget Committee Calendar]
- VII. Adjournment

*Public comment will be taken during each item

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BUDGET COMMITTEE MINUTES

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

JUNE 2, 2004

The members of the Budget Committee convened for a meeting held Wednesday, June 2, 2004 City Hall, One Dr. Carlton B. Goodlett Place, Conference Room 421, San Francisco, CA.

I. Roll Call

The following members were present: Raymond Weissberg, Nani Coldebello, and Norman Yee.

II. Review and Approval of May 5, 2004 Minutes

The minutes were approved as presented.

III. Review of Harder and Company Proposal

The Commission originally approved a three-year contract with Harder+Company, with a new scope of work to be negotiated each year. In this year's scope of work, more staff time has been allocated to focus on providing technical assistance to grantees, in addition to collecting evaluation data.

There was no Public Comment.

IV. Update on Universal Home Visit Pilot Project

Commissioner Lucy Crain, chair of the Health Committee, reported that the committee recommends to the Commission temporary suspension of the project. The deliverables have not been forthcoming. The goal of 300 home visits by June 2004 has not been met (only 67 have been completed) and program reports have not been filed. A meeting will be held with DPH in two weeks to work on the project details. In the meantime, the Commission will vote on suspension of funding. The Community Health Workers will continue to be paid but DPH must come back to the Commission with a proposal about how to best utilize their time.

Three options are possible: continuation of funding at the current level; continuation of funding at a lower level with the involvement of other project partners; or cancellation of the contract. The meeting with DPH in two weeks will work toward deciding which option will be pursued. Once the new project details have been finalized, continuation of funding would take only a vote of the Budget Committee. However, if the new project will require new project partners and different levels of funding, the new proposal will have to go in front of the full Commission.

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The Budget Committee will discuss the Home Visit Pilot Project again at a special Budget meeting after the Health Committee has met with DPH to discuss a proposal for restarting the project.

There was no Public Comment.

V. Review of Sole Source Contract process for MDAC.

First 5 has reached an impasse with the City and County of San Francisco regarding the contract for RFQ #17, the Multi-Disciplinary Developmental Assessment Center (MDAC). The grant was awarded to UC Regents in January 2004, but the Human Rights Commission has twice denied the Commission's attempts to obtain a waiver for the requirement that UC Regents provide domestic partner benefits to opposite sex couples.

As First 5 strongly believes that UC Regents is the best service provider for delivering services to children with undiagnosed behavioral issues and developmental delays, staff will now work to seek approval for a sole source grant to UC Regents to provide services.

There was no Public Comment.

VI. Review of Budget Committee Action Calendar

As there will be no meeting in July, the Budget Committee will need to convene special meeting(s) to review the ECE RFP recommendations and to revisit the Home Visiting Pilot Project.

There was no Public Comment.

VII. Adjournment

The meeting adjourned at 5:03 p.m.

Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



FIRST 5
SAN FRANCISCO

CHILDREN AND FAMILIES COMMISSION

COMMISSIONERS:

Margaret Brodtkin, Executive Director
Coleman Advocates for Youth
Nani Coloretti, Director of Policy, Planning and Budget
Department of Children, Youth & Their Families
Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor
UCSF Department of Pediatrics
Chris Daly, Supervisor
San Francisco Board of Supervisors
Virginia Smyly, Deputy Director
Department of Public Health
Community Health Promotion & Prevention Branch
Raymond Weisberg, M.D., Board of Directors
American Cancer Society
Norman Yee, Consultant

BUDGET COMMITTEE MEETING

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, July 7, 2004

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

This meeting has been cancelled. DOCUMENTS DEPT.

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Cheryl Polk, Ph.D. Commission Chair
Executive Director Minam and Peter Haas Fund

Michele Rutherford Commission Vice Chair
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Department of Human Services



FIRST 5
SAN FRANCISCO

CHILDREN AND FAMILIES COMMISSION

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Norman Yee, Consultant

BUDGET COMMITTEE MEETING

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, August 4, 2004

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

This meeting has been cancelled

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Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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Norman Yee, Consultant



NOTICE OF SPECIAL MEETING
San Francisco Children and Families Commission
And
Budget Committee

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION
Wednesday, August 11, 2004
3:30 – 5:30 pm
1390 Market Street
Suite 318
San Francisco

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- I. Roll Call *
- II. Discussion and Possible Action Regarding Commission Fiscal Planning [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Powerpoint Presentation – Sustainability Overview]
- III Adjournment

***Public comment will be taken during each item**

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BUDGET COMMITTEE MINUTES

SPECIAL MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION AND BUDGET COMMITTEE

AUGUST 11, 2004

The members of the Budget Committee convened for a meeting held Wednesday, August 11, 2004 at 3:30pm at the Commission offices, 1390 Market Street, Suite 318, San Francisco, CA.

I. Roll Call

The following members were present: Raymond Weisberg, Nani Coloretti, Cheryl Polk, Norman Yee, and Lucy Crain.

II. Discussion and Possible Action Regarding Commission Fiscal Planning.

The Commissioners reviewed and discussed the fiscal planning presentation by staff, and advised staff on further analyses to prepare for next meeting. The Commissioners agreed to maintain previously agreed upon level of funding for next five years – FY05/06 \$8 million; FY06/07 \$8 million; FY07/08 \$7 million; FY08/09 \$7 million; FY09/10 \$6 million.

There was no Public Comment.

III. Adjournment

The meeting adjourned at 5:03 p.m.

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Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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Norman Yee, Consultant

BUDGET COMMITTEE MEETING

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, September 1, 2004

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

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- I. Roll Call *
- II. Review and Approval of June 2, 2004 minutes [DISCUSSION AND POSSIBLE ACTION]
- III. Update on Universal Home Visiting Pilot Project [DISCUSSION AND POSSIBLE ACTION]
[Commissioners provided with the following information: Program Update and Projected Budget]
- IV. Review of Raising a Reader RFQ [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Draft Proposal]
- V. Update on Family Ambassador Program (Discussion) [Commissioners provided with the following information: Family Ambassador Year Two Budget and Narrative]
- VI. Review of Financial Results for FY2003/04 [DISCUSSION] [Commissioners provided with the following information: Financial Summary for FY2003/04]
- VII. Adjournment

***Public comment will be taken during each item**

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BUDGET COMMITTEE MINUTES

SPECIAL MEETING

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

SEPTEMBER 1, 2004

The members of the Budget Committee convened for a meeting held Wednesday, September 1, 2004 City Hall, One Dr Carlton B Goodlett Place, Conference Room 421, San Francisco, CA.

I. Roll Call

The following members were present: Cheryl Polk, Raymond Weisberg, Nani Coloretti, Norman Yee, and Lucy Crain.

II. Review and Approval of June 2, 2004 Minutes

The minutes were approved as presented.

III. Update on Family Ambassador Program

Ellen Rodgers and Falope Fatunmise from Edgewood Center were present to discuss the Year 2 Family Ambassador budget and project narrative with the Committee. In its second year, the program will strengthen the referral process and establish clearer objectives and outcomes by which success will be measured. The program staff will work closely with Harder+Company to set the goals and objectives. The total budget request for Year 2 is \$499,793.

The three components of the second year of the project are: 1. Neighborhood Peer-to-Peer interactions, with information referrals; 2. a three-class Certification Program on services for children 0-5 for 270 parents, relative caregivers, CBO representatives and community leaders; 3. a stronger link between the Family Support program and the Family Ambassadors program.

The Committee suggested providing an incentive (stipend, award, coupon, etc) for those who complete the Certification Program. It was brought to the Committee's attention that the Year 2 budget includes \$9,652 for program oversight by the Director of Kinship Programs, an expense item that is normally included in the 15% Indirect Cost line item. This issue will be discussed by First 5 staff and the Edgewood program staff.

There was no Public Comment.

IV. Update on Universal Home Visit Pilot Project

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Mildred Crear from DPH Maternal Child Health and Cindy Olsen, the new Nurse Manager, were present to discuss the Universal Home Visiting Pilot Project. First 5 staff put forth a recommendation to the Committee to resume funding as of September 1, 2004, with a reduction in the level of total funding from \$460,000 to \$390,000 (\$277,300 for DPH staff and \$112,700 for three Community Health Workers at CBOs). Only the DPH portion of the grant was suspended in June 2004; the funding for Community Health Workers had not been discontinued. This is the final year of funding for the program.

First 5 staff, along with Commissioner Lucy Crain, have met extensively with Mildred Crear and Barbara Garcia from DPH to discuss the future of the project. The main challenges have been lack of referrals from partner hospitals (St. Luke's, UCSF and CPMC) and too few home visits being conducted. DPH staff feels that this will be corrected with the new Nurse Manager, Ms. Olsen, on board, and with a commitment to additional management oversight by Ms. Crear and Ms. Garcia. DPH is also considering adding Kaiser Permanente as a partner hospital, in order to increase the number of referrals. Ms. Crear reports that Kaiser has already expressed interest in participating.

If the program resumes, there will be 2.5 Public Health Nurses (PHN), down from 3.5 FTEs. The goal would be for each PHN to conduct three home visits per day. Commissioner Polk requested that DPH staff also report attempted visits as well. After three months, the program outcomes will be reviewed again, and there may be an increase to 3.5 PHNs if the results justify the increase. Commissioner Polk requested that any current resumption of funding include funds to cover the full 3.5 FTEs.

It was also suggested that Ms. Crear investigate the issue of insurance billing for the home visiting services, as there were some concerns about the long-term sustainability of the program in light of this issue.

Commissioner Polk moved to resume Year 3 funding of DPH activities for the Universal Home Visiting Pilot Project at \$277,300, starting on September 1, 2004. Commissioner Yee seconded.

The motion passed unanimously.

There was no Public Comment.

V. Review of Raising a Reader RFQ.

Executive Director Moira Kenney reported to the Committee that based on suggestions from parents and CBO leaders, First 5 staff requests the approval of \$60,000 to fund the Raising a Reader program, using unspent School Readiness

Initiative (SRI) funds from previous years. The program provides books and support to classrooms to establish a revolving reading library for children in that classroom. This RFQ would establish Raising a Reader at all current SRI schools with pre-K classrooms (excluding Cleveland Elementary, which lacks a pre-K classroom.) It will offer an initial \$60,000 of funding for one year of activity. An additional \$60,000 would be available upon successful completion of year one activities, and an approved budget and scope of work for year two.

Commissioner Crain moved to approve the RFQ for the Raising a Reader program, at a level not to exceed \$120,000 over two years. Commissioner Polk seconded the motion.

The motion passed unanimously.

VI. Review of Financial Results for FY2003/04

This item was deferred to the October meeting.

There was no Public Comment.

VII. Adjournment

The meeting adjourned at 5:12 p.m.

Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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American Cancer Society
Norman Yee, Consultant

NOTICE OF SPECIAL MEETING
San Francisco Children and Families Commission
And
Budget Committee

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, September 8, 2004, 2004

3:30 – 5:30 pm

1390 Market Street

Suite 318

San Francisco

DOCUMENTS DEPT

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- I. Roll Call *
- II. Discussion and Possible Action Regarding Commission Reserve Fund Policy [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Powerpoint Presentation – Sustainability Overview]
- III. Discussion and Possible Action Regarding Commission Spending Levels for Future Fiscal Years [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Powerpoint Presentation – Sustainability Overview]
- IV. Discussion and Possible Action Regarding Commission Policy on Use of Reserve Fund Interest [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Powerpoint Presentation – Sustainability Overview]
- V. Adjournment

***Public comment will be taken during each item**

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BUDGET COMMITTEE MINUTES

SPECIAL MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION AND BUDGET COMMITTEE

SEPTEMBER 8, 2004

The members of the Budget Committee convened for a meeting held Wednesday, September 8, 2004 at 3:30pm at the Commission offices, 1390 Market Street, Suite 318, San Francisco, CA.

I. Roll Call

The following members were present: Raymond Weisberg, Nani Coloretti, Cheryl Polk, Norman Yee, and Lucy Crain.

II. Discussion and Possible Action Regarding Commission Reserve Fund Policy

The Commissioners decided to change the name from Reserve Fund to Sustainability Fund. At present, the funds will not be earmarked for spending, and the fund will remain at \$8 million. The Commission's policy on the Sustainability fund will be reviewed every two years.

There was no Public Comment.

III. Discussion and Possible Action Regarding Commission Spending Levels for Future Fiscal Years

Commissioner Crain moved to approve total Commission spending (administrative expenses and grant funding) of \$8.5 million per year for each of the next three years, FY05/06 to FY07/08.

Commissioner Polk seconded the motion.

The motion passed unanimously.

There was no Public Comment.

IV. Discussion and Possible Action Regarding Commission Policy on Use of Reserve Fund Interest

Staff and Commissioners agreed that the interest from the Sustainability Fund should be left in the Commission general funds account.

There was no Public Comment.

V. Adjournment

The meeting adjourned at 5:02 p.m.

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Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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American Cancer Society
Norman Yee, Consultant

NOTICE OF SPECIAL MEETING
San Francisco Children and Families Commission
And
Budget Committee

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, September 22, 2004, 2004

3:00 – 4:30 pm
1390 Market Street
Suite 318
San Francisco

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- I. Roll Call *
- II. Discussion and Possible Action Regarding Commission Sustainability Fund Policies
[DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information:
Sustainability Overview]
- III. Discussion and Possible Action Regarding the Special Needs RFA [DISCUSSION AND POSSIBLE
ACTION] [Commissioners provided with the following information: Draft of Special Needs RFA]
- IV. Adjournment

***Public comment will be taken during each item**

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BUDGET COMMITTEE MINUTES

SPECIAL MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION AND BUDGET COMMITTEE

SEPTEMBER 22, 2004

The members of the Budget Committee convened for a meeting held Wednesday, September 22, 2004 at 3:00pm at the Commission offices, 1390 Market Street, Suite 318, San Francisco, CA.

NOTE: There was NO QUORUM at this meeting.

I. Roll Call

The following members were present: Raymond Weisberg, Nani Coloretti, and Lucy Crain.

II. Discussion and Possible Action Regarding Sustainability Fund Policies

Commissioners reviewed the recap of decisions made during previous meetings, which include:

- Change name of Reserve Fund to Sustainability Fund
- Review policy on Sustainability Fund every two years.
- Keep Sustainability Fund level at \$8 million, subject to review in two years.
- Until next review of Sustainability Fund, it will not be earmarked for spending of any kind.
- Keep Sustainability Fund interest in General Fund.
- Refer discussion of financial leveraging to the Program Committee.

These decisions will be brought to the Commission meeting in November.

There was no Public Comment.

III. Discussion and Possible Action Regarding Special Needs RFA

The Commissioners advised staff to move forward with the Special Needs RFA, but with a budget that does not require the commitment of Commission funds for programs other than those already contracted.

There was no Public Comment.

IV. Adjournment

The meeting adjourned at 4:31 p.m.

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Cheryl Polk, Ph.D., Commission Chair
Executive Director, Miriam and Peter Haas Fund

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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Nani Coloretti, Director of Policy, Planning and Budget
Department of Children, Youth & Their Families
Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor
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American Cancer Society
Norman Yee, Consultant

BUDGET COMMITTEE MEETING
San Francisco Children and Families Commission

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, October 6, 2004

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

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- I. Roll Call *
- II. Review and Approval of September 1, 2004 minutes [DISCUSSION AND POSSIBLE ACTION]
- III. Review of Financial Results for FY2003/04 [DISCUSSION] [Commissioners provided with the following information: Financial Summary for FY2003/04]
- IV. Review of FY2003/04 Audit [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: FY2003/04 Audit]
- V. Adjournment

***Public comment will be taken during each item**

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Lucy Crain, M.D., M.P.H., FAAP, Commission Chair
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Department of Human Services



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Chris Daly, Supervisor
San Francisco Board of Supervisors
Cheryl Polk, Ph.D.
Executive Director, Minam and Peter Haas Fund
Virginia Smyly, Deputy Director
Department of Public Health
Community Health Promotion & Prevention Branch
Raymond Weisberg, M.D., Board of Directors
American Cancer Society
Norman Yee, Consultant

BUDGET COMMITTEE MEETING

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION DOCUMENTS DEPT.

Wednesday, November 10, 2004

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

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Agenda

11-02-04 10:27 AM

- I. Roll Call *
- II. Review and Approval of October 6, 2004 minutes [DISCUSSION AND POSSIBLE ACTION]
- III. Review and Possible Action to transfer fiscal agent for Technical and Peer Support grant of the San Francisco Provider Association from Wu Yee Children's Services to South of Market Child Care, Inc. [DISCUSSION AND POSSIBLE ACTION]
- IV. Review and Possible Action to Amend the Contract with the San Francisco Unified School District [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: SRI Budget Overview and SFUSD Budget]
- V. Adjournment

*Public comment will be taken during each item

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BUDGET COMMITTEE MINUTES

MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE NOVEMBER 10, 2004

The members of the Budget Committee convened for a meeting held Wednesday, November 10, 2004 at 4:00pm at the Commission offices, 1390 Market Street, Suite 318, San Francisco, CA.

I. Roll Call

The following members were present: Raymond Weisberg and Norman Yee.

- II. Review and Possible Action to transfer fiscal agent for Technical and Peer Support grant of the San Francisco Provider Association from Wu Yee Children's Services to South of Market Child Care, Inc. [DISCUSSION AND POSSIBLE ACTION]

The committee moved, seconded and approved the transfer of the Technical and Peer Support initiative grant from Wu Yee Children's Services to South of Market Child Care, Inc. The action authorizes a new grant to South of Market Child Care as fiscal agent for the San Francisco Provider Association, which remains responsible for the performance of the funded activities.

There was no Public Comment.

- III. Review and Possible Action to Amend the Contract with the San Francisco Unified School District [DISCUSSION AND POSSIBLE ACTION]

The committee moved, seconded, and approved an amendment to the SFUSD School Readiness Initiative grant. The amendment would create additional work activities and add a new staff position at the SFUSD. Both new funds and roll-over funds would be used to fund a SRI early literacy support position responsible for coordination of KIT Camp, HIPPO and creation and coordination of new early literacy activities at SRI sites. The amendment would augment the SFUSD grant budget to by an amount not to exceed \$213K to fund a new position (costing \$270K over three years) with the balance funded by previously allocated but not expended "roll-over" funds.

There was no Public Comment.

IV. Adjournment

The meeting adjourned at 4:55 p.m.

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CHILDREN AND FAMILIES COMMISSION

Lucy Crain, M.D., M.P.H., FAAP, Commission Chair
Clinical Professor Emeritus, UCSF

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



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Raymond Weisberg, M.D., Board of Directors
American Cancer Society
Norman Yee, Consultant

BUDGET COMMITTEE MEETING

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, January 5, 2005

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

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Agenda

12-21-04 P03.c1 3/11

- I. Roll Call *
- II. Review and Approval of November 10, 2004 minutes [DISCUSSION AND POSSIBLE ACTION]
- III. Presentation by Mayor's Budget Office Regarding Healthy Kids and Discussion and Possible Action Regarding the Proposed Allocation Plan [DISCUSSION AND POSSIBLE ACTION]
[Commissioners provided with the following information: Draft Allocation Plan]
- IV. Adjournment

*Public comment will be taken during each item

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BUDGET COMMITTEE MINUTES

MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE JANUARY 5, 2005

The members of the Budget Committee convened for a meeting held Wednesday, January 5, 2005 at 4:10pm at City Hall, Conference Room 421.

I. Roll Call

The following members were present: Raymond Weisberg, Norman Yee, and Cheryl Polk.

II. Review and Approval of November 10, 2004 minutes

Minutes were approved as presented.

III. Presentation by Mayor's Budget Office Regarding Healthy Kids and Discussion and Possible Action Regarding the Proposed Allocation Plan

Steve Kawa and Noelle Simmons of the Mayor's Budget Office review the city's current budget crisis. The Mayor's budget must once again cut programs and the Mayor's Office is asking if First 5 can help with funding the Healthy Kids Project.

Also addressing the Committee on this matter were: Jim Soos of Department of Public Health; Jean Fraser, CEO of SFO Health Plan; Sai-Ling Chan-Sew of Department of Public Health; and Dr. Lucy Crain, Chair of First 5 Commission.

Cheryl Polk made a motion to amend the allocation plan to include funding for Healthy Kids in the 2005/2006 FY Budget at an amount not to exceed \$532,000 contingent on a match by the Department of Public Health of \$1 for every \$1 of Prop 10 funds (both State and Local). Motion carried.

Staff will come back in February with a recommendation of how to fund the \$532,000.

IV. Adjournment

The meeting adjourned at 5:00 p.m.

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CHILDREN AND FAMILIES COMMISSION

Lucy Crain, M.D., M.P.H., FAAP, Commission Chair
Clinical Professor Emeritus, UCSF

Michela Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services



COMMISSIONERS:

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Department of Public Health
Community Health Promotion & Prevention Branch
Raymond Weisberg, M.D., Board of Directors
American Cancer Society
Norman Yee, Consultant

BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

DOCUMENTS DEPT.

Tuesday, February 1, 2005

JAN 25 2005

3:00 – 5:00 pm
First Five Office

1390 Market Street, Suite 318
San Francisco

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Agenda

01-25-05P12:54 P005

- I. Roll Call *
- II. Review and Approval of January 5, 2004 minutes [DISCUSSION AND POSSIBLE ACTION]
- III. Presentation of 2005-2006 Budget Draft [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: 2005-06 Budget and 2005-2006 Commitments]
- IV. Review of YTD Financial Results [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Financials YTD thru Dec 2004]
- V. Consideration of Motion regarding Managerial Salary Increases [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Motion for Annual Salary Increases]
- VI. Adjournment

***Public comment will be taken during each item**

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BUDGET COMMITTEE MINUTES

MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE FEBRUARY 1, 2005

The members of the Budget Committee convened for a meeting held Tuesday, February 1, 2005 at 3:31pm in Room 318, Fox Plaza, San Francisco.

I. Roll Call

The following members were present: Raymond Weisberg. Cheryl Polk arrived at 4:00pm

III. Presentation of 2005-2006 Budget Draft

Moira Kenney presented the following update on the Mental Health Consultations funding from First 5.

- The program is currently funded at approximately \$3.2M dollars from the three funding departments.
- In conversations with DPH staff and a number of the consultants, we have been informed that a conservative estimate for federal funds for this program via EPSDT is 15%.
- The First 5 reduction amounts to approximately 11% of the total funding, well under the amount we estimate can be recouped from federal sources.
- All three funding departments are facing critical budget decisions this year. Our belief is that San Francisco's children and families should benefit to the greatest extent possible from federal and other funding sources.
- DPH Deputy Director, Barbara Garcia, has acknowledged that the need for continued First 5 contributions to the Healthy Kids premiums is placing a strain on the First 5 budget, and she reaffirmed that Healthy Kids was the Department's top priority for First 5 funding.
- We will work with DPH to ensure no cuts to programs with a significant number of subsidized, Medi-CAL, or Healthy Kids-eligible families.
- Staff is working with DCYF, DHS and DPH to review the program.

Christina Shea of Fu Yan Project. Un Un Che of Wu Yee, and Karen Lam of Kai Ming Head Start addressed the Committee with concerns about the reduced funding of Mental Health Consultations.

The Committee will review any changes to the Budget at the March Committee meeting.

II. Review and Approval of January 5, 2005 minutes

Minutes were approved as mailed.

Items IV and V were postponed until the March Budget Committee meeting.

Meeting adjourned at 4:45pm.

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CHILDREN AND FAMILIES COMMISSION

Lucy Crain, M.D., M.P.H., FAAP, Commission Chair
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Michele Rutherford, Commission Vice Chair
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Raymond Weisberg, M.D., Board of Directors
American Cancer Society
Norman Yee, Consultant

BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, March 2, 2005

4:00 – 5:00 pm

City Hall

Conference Room 421

San Francisco

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- I. Roll Call *
- II. Review and Approval of February 2, 2005 minutes [DISCUSSION AND POSSIBLE ACTION]
- III. Presentation of 2005-2006 Budget Draft [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: 2005-06 Budget]
- IV. Review of YTD Financial Results [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Financials YTD thru Dec 2004]
- V. Discussion and Possible Action Regarding Salary Increases [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Item V Coversheet]
- VI. Adjournment

***Public comment will be taken during each item**

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BUDGET COMMITTEE MINUTES

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MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE
MARCH 2, 2005

The members of the Budget Committee convened for a meeting held Wednesday, March 2, 2005 at 4:10pm in Room 421, City Hall, San Francisco.

I. Roll Call

The following members were present: Raymond Weisberg, Cheryl Polk. Norman Yee arrived at 4:14pm

II. Review and Approval of February 1, 2005 minutes – Minutes were approved as presented. Motion by Commissioner Polk to approve, seconded by Commissioner Weisberg. The committee requested that staff correct the March meeting agenda to reflect the proper date for the February 1, 2005 meeting.**III. Presentation of 2005-2006 Budget Draft**

Moirra Kenney presented the 2005-06 budget, including changes made since the last meeting and information requests by the committee:

- The Parent Ambassadors program funding for 2005-06 has been increased from \$250,000 to \$600,000
- The \$140,000 Civic Engagement budget details, as requested by the Committee, are as follows: \$20,000 Community building event; \$15,000 Survival Guide; \$20,000 CD project; \$45,000 Web project; and \$40,000 Publicity and design.
- Staff is still waiting for a back-office expense analysis from DCYF for the 2005-06 MOU.
- The Healthy Kids commitment for 2005-06 is \$440,000. DPH will cover another \$580,000, and is responsible for billing the state for the reimbursable portion of the premiums. First 5's commitment will not exceed \$440,000, and will not extend beyond 2005-06.
- Staff will incorporate the Committee's recommendations into a revised version of the 2005-06 salary expense chart. The revised document will then be reviewed with the Commission Chair and the Budget Committee Chair.

The 2005-06 Budget will be presented to the full Commission at the April 2005 meeting

Commissioner Chair Lucy Crain, speaking as a member of the public, noted that the 2004-05 commitment for Mental Health Consultations should actually be \$500,000 instead of \$760,000, the \$260,000 difference being attributed to rollover of prior year funds. Staff reported that no rollover funds are expected for FY2004-05

IV. Review of YTD Financial Results

The financial results through December 2004 were reviewed with the Committee.

V. Discussion and Possible Action Regarding Salary Increases

This agenda item was withdrawn per staff request.

Meeting adjourned at 5:05pm.

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CHILDREN AND FAMILIES COMMISSION

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Clinical Professor Emeritus, UCSF

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BUDGET COMMITTEE MEETING

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION DOCUMENTS DEPT.

Wednesday, April 6, 2005
4:00 – 5:00 pm
City Hall
Conference Room 421
San Francisco

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- I. Roll Call *
- II. Review and Approval of March 2, 2005 minutes [DISCUSSION AND POSSIBLE ACTION]
- III. Review of 2005-2006 MOU with DCYF [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: DCYF MOU Estimate]
- IV. Adjournment

*Public comment will be taken during each item

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BUDGET COMMITTEE MINUTES

MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE

APRIL 6, 2005

The members of the Budget Committee convened for a meeting held Wednesday, April 6, 2005 at 4:10pm in Room 421, City Hall, San Francisco.

I. Roll Call

The following members were present: Raymond Weisberg, Cheryl Polk, Norman Yee.

II. Review and Approval of March 2, 2005 minutes – Minutes were approved as presented. Motion by Commissioner Polk to approve, seconded by Commissioner Weisberg.

III. Review of 2005-06 MOU with DCYF

Staff reviewed the MOU analysis with the Committee. There were no objections to the structure or cost of the MOU, and Commissioners and staff both agree that the relationship with DCYF is solid and mutually beneficial.

The Commissioners directed staff to work with DCYF to ensure that the new MOU only includes those staff positions for which time is shared by both departments.

During FY2005-06, First 5 staffers will document their interactions with DCYF staff. This working record will help First 5 staff evaluate the best way to structure a new MOU in FY2006-07.

Meeting adjourned at 4:43pm.

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BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION Wednesday, May 4th, 2005 4:00 – 5:00 pm City Hall Conference Room 421 San Francisco

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- I. Roll Call *
- II. Review and Approval of April 6, 2005 minutes [DISCUSSION AND POSSIBLE ACTION]
- III. Review of Fiscal Policies and Procedures [DISCUSSION] [Commissioners provided with the following information: Fiscal Policies and Procedures Manual]
- IV. Adjournment

*Public comment will be taken during each item

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BUDGET COMMITTEE MINUTES

MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE MAY 4TH, 2005

The members of the Budget Committee convened for a meeting held Wednesday, May 4, 2005 at 4:10pm in Room 421, City Hall, San Francisco.

I. Roll Call

The following members were present: Raymond Weisberg, Cheryl Polk. Norman Yee arrived at the meeting at 4:20pm.

II. Review and Approval of April 6, 2005 minutes – Minutes were approved, pending amendment to the discussion about the MOU with DCYF.

III. Review of the Draft Policies and Procedures Manual

Staff reviewed the first draft of the Policies and Procedures Manual with the Committee. Staff will make the suggested revisions to the document, and add the sections that were not available for review. The second draft of the manual will be sent to the Committee within seven to ten days, and will be reviewed with the full Commission at the June meeting.

By direction of the Committee, the Policies and Procedures manual will be presented to the full Commission for a vote.

Meeting adjourned at 5:05pm.

DOCUMENTS DEPT.

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FIRST 5 SAN FRANCISCO



CHILDREN AND FAMILIES COMMISSION

Lucy Crain, M.D., M.P.H., FAAP, Commission Chair
Clinical Professor Emeritus, UCSF

Michele Rutherford, Commission Vice Chair
Program Manager, Child Care Policy & Planning
Department of Human Services

COMMISSIONERS:

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Chris Daly, Supervisor
San Francisco Board of Supervisors
Cheryl Polk, Ph.D.
Executive Director, Miriam and Peter Haas Fund
Virginia Smyly, Deputy Director
Department of Public Health
Community Health Promotion & Prevention Branch
Raymond Weisberg, M.D., Board of Directors
American Cancer Society
Norman Yee, Consultant

SPECIAL MEETING BUDGET COMMITTEE MEETING

Thursday, May 12, 2005
9:30-11:00am

Miriam Peter & Haas Fund, 201 Filbert Street, San Francisco

DOCUMENTS DEPT.

MAY 11 2005

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- I. Roll Call *
- II. Public Comment
- III. Discussion and Possible Action to Approve Provider and Enrollment Agency PFP
- IV. Adjournment

*Public comment will be taken during each item

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FIRST 5 SAN FRANCISCO

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Raymond Weisberg, M.D., Board of Directors
American Cancer Society
Norman Yee, Consultant

BUDGET COMMITTEE MEETING

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION DOCUMENTS DEPT.

Wednesday, June 1st, 2005

4:00 – 5:00 pm

City Hall

Conference Room 421
San Francisco

MAY 24 2005

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Amended
This meeting had been cancelled.

*Public comment will be taken during each item

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SPECIAL BUDGET COMMITTEE MEETING

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

DOCUMENTS DEPT.

Tuesday, June 14th, 2005

1:00 – 2:00 pm

Children and Families Commission office

1390 Market Street, Suite 318

San Francisco

JUN - 8 2005

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Agenda

06-02-05 P0134 RYH

- I. Roll Call *
- II. Review and Approval of May 4, 2005 minutes [DISCUSSION AND POSSIBLE ACTION]
- III. Review of Family Support RFP [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Draft of Family Support RFP]
- IV. Update on PFA Provider Enrollment Agency contract [DISCUSSION]
- V. Adjournment

*Public comment will be taken during each item

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BUDGET COMMITTEE MINUTES

SPECIAL MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE

JUNE 14TH, 2005

The members of the Budget Committee convened for a meeting held Tuesday, June 14, 2005 at 1:00pm in Room 318, 1390 Market Street, San Francisco.

I. Roll Call

The following members were present: Raymond Weisberg, Cheryl Polk, Norman Yee was absent.

II. Review and Approval of May 4, 2005 minutes – Minutes were approved as presented.

III. Review of the Family Support RFP Draft

First 5 staff presented the draft of the new Family Support RFP to the Committee. The Committee's suggestions were as follows:

- Clarify the language about the size of grants to be awarded (either in the RFP instructions or at the bidder's conference).
- Be more explicit that First 5 encourages agencies to collaborate, and will not penalize for collaboration.
- Add the requirement that applicants should set aside funds for self-assessment.
- Clarify the goals/outcomes/objectives that should be addressed in proposals.

IV. Update on the Provider Enrollment Contract for PFA

Staff reported that First 5 received two submissions for the Provider Enrollment Agency RFP. The panel will be meeting on Friday, June 17th to review and evaluate the two proposals. First 5 staff will bring the panel's recommendation to the June 28th Special Budget meeting.

V. Public Comment

Dr. Lucy Crain addressed the Budget Committee about an article in the San Francisco Chronicle article about Preschool for All which erroneously noted that tuition would be free to families making under \$35,000. Staff reported that the Chronicle has been contacted about the error, and has agreed to print a retraction or run another story about Preschool for All.

Meeting adjourned at 1:55pm.

DOCUMENTS DEPT.

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SPECIAL BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

DOCUMENTS DEPT

Tuesday, June 28th, 2005

2:00-3:00 pm

JUN 20 2005

Children and Families Commission office

1390 Market Street, Suite 318

San Francisco

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Agenda

06-20 05P01:50 RLV

- I. Roll Call *
- II. Review and Approval of June 14, 2005 minutes [DISCUSSION AND POSSIBLE ACTION]
- III. Review of PFA Provider Enrollment Agency contract [DISCUSSION AND POSSIBLE ACTION]
[Commissioners provided with the following information: Memo, Budget and Scope of Work for selected agency]
- IV. Adjournment

*Public comment will be taken during each item

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BUDGET COMMITTEE MINUTES

SPECIAL MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE

JUNE 28TH, 2005

The members of the Budget Committee convened for a meeting held Tuesday, June 28, 2005 at 2:00pm in Room 318, 1390 Market Street, San Francisco.

I. Roll Call

The following members were present: Raymond Weisberg, Cheryl Polk. Norman Yee arrived at 2:25pm.

II. Review and Approval of June 14, 2005 minutes – Minutes were approved as presented.

III. Review of the Provider Enrollment Contract for PFA

Staff reported that Wu Yee Children's Services had been selected the Provider Enrollment Agency contract for PFA.

The contract was unanimously approved, by a motion put forth by Commissioner Yee, seconded by Commissioner Polk.

Motion:

To approve the staff recommendation to award a grant to Wu Yee Children's Services for the Provider Enrollment Agency contract and provider reimbursements.

VI. Public Comment

Meeting adjourned at 3:16pm.

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BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION DOCUMENTS DEPT.

Wednesday, July 6th, 2005

4:00-5:00 pm

City Hall, Room 421
San Francisco

JUN 29 2005

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Agenda
This meeting has been cancelled.

06-09-05A1051 RCD

*Public comment will be taken during each item

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Executive Director, Miriam and Peter Haas Fund
Vigoria Smyly, Deputy Director
Department of Public Health
Community Health Promotion & Prevention Branch
Raymond Weisberg, M.D., Board of Directors
American Cancer Society
Norman Yee, Consultant

BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION Wednesday, August 3rd, 2005 4:00-5:00 pm City Hall, Room 421 San Francisco

This meeting has been cancelled.

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CHILDREN AND FAMILIES COMMISSION

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BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, September 7, 2005

4:00-5:00 pm

City Hall, Room 421
San Francisco

Agenda
This meeting has been cancelled.

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American Cancer Society
Norman Yee, Consultant

SPECIAL BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION Wednesday, October 5th, 2005 4:00-5:00 pm City Hall, Room 421, San Francisco

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09-27-05A09 57 KCV0

- I. Roll Call *
- II. Review and Approval of June 28, 2005 minutes [DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES]
- III. Review of recommendation for Family Support funding [DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO THE FULL COMMISSION APPROVAL OF FAMILY SUPPORT FUNDING] **[Commissioners provided with the following information: Family Support Funding Recommendation]**
- IV. Review of 2004-2005 Audit [DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO THE FULL COMMISSION ADOPTION OF THE 2004-2005 AUDIT] **[Commissioners provided with the following information: 2004-2005 Audit]**
- V. Adjournment

*Public comment will be taken during each item

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BUDGET COMMITTEE MINUTES

SPECIAL MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE

OCTOBER 5, 2005

The members of the Budget Committee convened for a meeting held Wednesday, October 5, 2005 at 4:00pm in Room 421, City Hall, San Francisco.

I. Roll Call

The following members were present: Raymond Weisberg, Norman Yee arrived at 4:25pm.

II. Review and Approval of June 28, 2005 minutes – Minutes were approved as presented.

III. Review of the Recommendations for Family Support Negotiations

Staff presented the list of applicants recommended by the review panels. Staff will send letters to all applicants informing them of the review panels recommendations, and will then begin negotiations with the applicants who were chosen for funding. The contracts will come back to Budget Committee for approval in November or December.

VI. Review of the FY2004-05 Financial Audit

Elisa Sullivan, Audit Manager with the Office of the Controller, reviewed the management letter and the audit recommendations.

Staff presented the Commission's response to the audit recommendations.

The committee agreed that the audit should be presented to the full Commission for consideration.

VII. Public Comment

VIII. Adjournment

Meeting adjourned at 4:50pm.

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BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, November 2nd, 2005

4:00-5:00 pm

City Hall, Room 421, San Francisco

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SPECIAL BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Tuesday, November 22nd, 2005

12:00-2:00pm

Children and Families Commission office, 1390 Market Street, #318, San Francisco

- I. Roll Call *
- II. Review and Approval of October 5, 2005 minutes [DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES]
- III. Review of 1st Quarter results for FY2005-06 [DISCUSSION ONLY] [Commissioners provided with the following information: FY2005-06 First Quarter Financials]
- IV. Review of Budget Committee Calendar [DISCUSSION ONLY] [Commissioners provided with the following information: Calendar]
- V. Review of Family Support contracts [DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO THE FULL COMMISSION] [Commissioners provided with the following information: Family Support contracts – Budgets and Scopes of Work]
- VI. Adjournment

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BUDGET COMMITTEE MINUTES

SPECIAL MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE

NOVEMBER 22, 2005

The members of the Budget Committee convened for a meeting held Tuesday, November 22, 2005 at 12:00pm in the offices of the Children and Families Commission, 1390 Market Street, Suite 318, San Francisco.

I. Roll Call

The following members were present when the meeting was called to order at 12:12pm: Cheryl Polk, Raymond Weisberg, Norman Yee.

II. Review and Approval of October 5, 2005 minutes – Minutes were approved as presented.

III. Review of the First Quarter Results for FY2005-06

Staff presented the Commission's first quarter financial results for both Prop 10 and Prop H. Staff was directed to make revisions to future financials, such as adding a Total column and the date of the period covered by the financials.

VI. Review of the Budget Committee Calendar

Staff reviewed the Budget calendar with the committee, primarily to outline the upcoming FY2006-07 Budget process. It was agreed that a special Budget Committee meeting in January 2006 will be called to review a draft of the FY2006-07 Budget. Staff also discussed the new legislation (AB109 and SB35) that will affect the Commission's FY2006-07 audit.

VII. Review of Family Support Contracts

Staff reviewed the Family Support RFP process and reviewed the budgets and scopes of work for the recommended proposals with the Committee. Staff was directed to work further with Edgewood Center and Inter-City Family Resource Center (for both Western Addition and Bayview-Hunter's Point) before approving the budgets and scopes of work. Staff was directed to send all other proposals to the full Commission for approval.

VIII. Public Comment

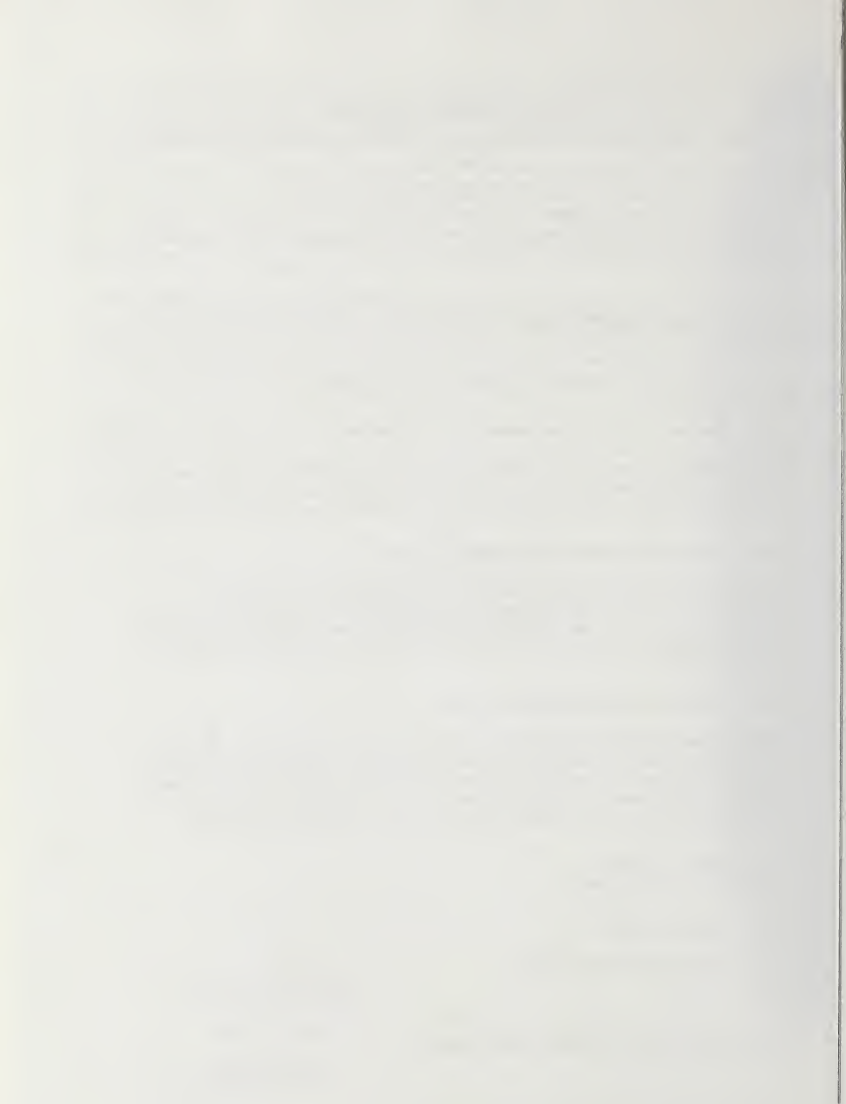
There was no public comment.

IX. Adjournment

Meeting adjourned at 1:45pm.

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CHILDREN AND FAMILIES COMMISSION

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American Cancer Society

Michele Rutherford, Commission Vice Chair
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Professor Emeritus, UCSF Department of Pediatrics
Hector Melendez, Executive Director
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BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION Wednesday, December 7th, 2005 4:00-5:00pm City Hall, Room 421, San Francisco

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DISABILITY ACCESS

City Hall is wheelchair accessible. The closest accessible BART Station is Civic Center, one block west of Fox Plaza. Accessible MUNI lines serving this location are: #42 Downtown Loop, the #71 Haight/Noriega, 21 Hayes, 19 Polk, the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

There is accessible parking at the following locations: two (2) designated blue curb spaces on the southwest corner of McAllister Street at Van Ness Avenue; the Performing Arts Garage (entrance on Grove Street between Franklin and Gough Streets), and at Civic Center Plaza Garage.

Large print agendas are available by calling (415) 934-4849. The following services are available upon request at least two working days prior to the meeting: American Sign language interpreters, use of a reader during a meeting, or a sound enhancement system. Accessible seating for persons with disabilities can be made available. Following a meeting, meeting proceedings can be made available in alternative formats. For information or to make arrangements, contact Carla Vaughn at 252-2500 (voice) or 252-2550 (TDD).

ATTENTION: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (SF Administrative Code 16.520 - 6.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #701, San Francisco, CA 94102, telephone (415) 554-9510; fax (415) 703-0121 and web site <http://www.ci.sf.ca.us/ethics>

The ringing of and use of **cell phones, pagers and similar sound-producing electronic devices** are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; web site: sfgov.org/ethics.

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force:

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Sunshine Ordinance Task Force
City Hall, Room 409
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San Francisco, CA 94102-4683
Phone: (415) 554-7724, Fax: (415) 554-7854
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